

29 December 2009

Personnel - General

REPUBLIC OF KOREA ARMY PERSONNEL WITH THE UNITED STATES ARMY

***This regulation supersedes Eighth Army Regulation 600-2, dated 20 September 2000.**

FOR THE COMMANDER:

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Summary. This regulation is to establish policy and procedures for the personnel administration, management, education, training, and logistical support of Republic of Korea Army (ROKA) personnel assigned or attached to Army in Korea units in the Republic of Korea (ROK).

Applicability. This regulation is applicable to all theater Army/Air Force units/activities that have ROKA personnel assigned or attached or located on their installation/Base, and are supported with Korean Augmentation to the United States Army (KATUSA) Soldiers from Army in Korea. **For the purpose of this regulation, ROKA personnel do not include those ROKA enlisted personnel assigned to the United Nations Command (UNC) Honor Guard Company.** The policies and procedures contained in this regulation take precedence over any other policy or standing operating procedure (SOP) concerning ROKA personnel assigned/attached to Army in Korea. Also, subordinate units or staff will not enter into any agreements via combined memorandums with their supporting ROKA Staff Office or the ROKA Support Group (RSG) without first coordinating the agreement with the Army in Korea KATUSA Program Office. Differences between Army in Korea regulatory policy concerning ROKA personnel assigned or attached to Army in Korea and ROKA

regulatory policy will be solved through negotiations between the Chief, Operation Maneuver Directorate (OMD) Training and Exercise (TREX) and the Commander, ROKA Support Group.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited without prior approval of Headquarters (HQ) Army in Korea, ATTN: (EAGC-TD), Unit #15236, APO AP 96205-5236.

Forms. AK forms are available through the EUSA Internet <http://8tharmy.korea.army.mil> and go to publication and forms.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2 or applicable service regulations. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is Eighth Army G-3, ATTN: EAGC-TD, Unit #15236, APO AP 96205-5236. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army G-3, ATTN: EAGC-TD, Unit #15236, APO AP 96205-5236 or the Commander, ROKA Support Group, APO AP 96205-0089.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policy and establishes procedures for personnel administration, management, education, training, and logistical support of Republic of Korea Army (ROKA) personnel assigned or attached to Army in Korea units in the Republic of Korea (ROK).

1-2. References

Required and related publications are listed in Appendix A.

1-3. Explanation Of Abbreviations And Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Interpretation

The English text of this regulation will govern its interpretation. Any disagreements in translation or interpretation will be reported immediately to the Chief, OMD TREX and the Commander, ROKA Support Group for resolution.

Chapter 2

Policies and Procedures

2-1. History

The KATUSA Soldier Program was initiated on 15 July 1950 by an informal agreement between the Honorable Syngman Rhee, President of the ROK, and General of the Army Douglas MacArthur, Commander in Chief, UNC. The concept of this program originally was to augment the U.S. fighting forces just after the outbreak of the Korean War. After the armistice, KATUSA Soldiers remained with Army in Korea units to receive training that was not readily available in the ROKA and to enhance Army in Korea's mission capability. The KATUSA Soldier Program has been a continuous one since 1950 with only periodic strength adjustments dictated by requirements. Originally, KATUSA Soldiers were returned to the ROKA after serving with the U.S. Army. Since 1968, however, KATUSA Soldiers remain with the U.S. Army until their service commitments are completed. The ROKA Support Group was established on 11 May 1965 at the request of the Commander, Army in Korea, as a ROKA officer liaison group to administer the KATUSA Soldier program. Its name was changed from ROKA Liaison Group to ROKA Support Group in November 1986. On 1 Nov 1997, the ROKA Support Group was reorganized as a unit directly under HQ, ROKA.

2-2. The Mission and Importance Of The KATUSA Soldier Program

The mission of the KATUSA Soldier Program is to augment Army in Korea with ROK Army Soldiers in order to increase the ROK/U.S. combined defense capability on the Korean peninsula. The KATUSA Soldier Program is significant not only because of the military manpower and monetary savings that it provides to the U.S. Army, but also because it represents ROK/U.S. cooperation and the combined commitment to deter war. The KATUSA Soldier Program is also symbolic of ROK/U.S. friendship and mutual support.

2-3. Responsibilities To The KATUSA Soldier Program

All theater U.S. Army and ROKA personnel have an inherent responsibility to ensure the success of the KATUSA Soldier Program by observing and implementing the policies and procedures contained in Army in Korea Reg. 600-2. All personnel, U.S. Army or ROKA, are strongly encouraged to submit suggestions and recommendations that may improve the KATUSA Soldier Program. Suggestions or

recommendations should be submitted to the Commander, Army in Korea, OMD TREX, ATTN: EAGC-TD, Unit #15236, APO AP 96205-5236.

2-4. Status Of KATUSA Soldier Program Personnel

ROKA Staff Officers/LNOs, ROKA Staff Non-commissioned Officers (NCOs), ROKA aides-de-camp attached to U.S. Army units within Korea, and KATUSA Soldiers will be afforded the same rights and privileges commensurate with their grade as their U.S. counterparts. Under no circumstances will these personnel be subjected to any form of verbal abuse or threatened with reassignment to the ROK Army. U.S. and ROKA personnel who fail to comply with this clause may be subject to punishment under their respective military justice systems and each side notified of the results. KATUSA sergeants and corporals placed in NCO leadership positions must be given the same authority as their U.S. counterparts. The authority of KATUSA sergeants and corporals is inherent in their position; however, U.S. commanders must ensure that Soldiers supervised by a KATUSA sergeant or corporal are informed of the authority and responsibility of that KATUSA sergeant or corporal.

2-5. Chain Of Command

There is one chain of command in a unit. The Combat Support Coordination Teams have a combined chain of command consisting of U.S. and ROKA personnel. Command authority rests with the unit commander. However, the administrative management and discipline of ROKA personnel assigned or attached to U.S. Army units are performed through ROKA administrative channels as established by the Commander, ROKA Support Group. Administrative management includes maintaining required ROKA personnel records and submitting required reports, conducting required ROKA training, managing the ROKA leave program, managing ROKA promotions and evaluations, managing the ROKA pay system, and holding disciplinary boards and effecting punishment. All matters concerning administrative management and discipline of ROKA personnel require close coordination by the supporting ROKA Staff Office and the chain of command.

2-6. Policies

- a. The personnel management of ROKA personnel assigned or attached to U.S. Army units is accomplished through ROKA channels.
- b. Direct communication between HQ, ROKA and MSC commanders on matters dealing with the management of ROKA personnel serving with the U.S. Army is prohibited. Communication and/or coordination between HQ, ROKA and MSCs will be coordinated through the Chief, Army in Korea, OMD TREX, and the Commander, ROKA Support Group.
- c. ROKA Staff/Liaison Officers are assigned or attached to U.S. Army units, but they remain assigned to ROKA HQ. They will be assigned duties and extended all courtesies and consideration commensurate with their status as officers of an allied force.
- d. ROKA Staff NCOs are assigned or attached to U.S. Army units with duties and courtesies commensurate with their NCO status. Generally, they are assigned or attached to company or battalion-size units and work for the unit commander in the ROKA Staff Office.
- e. KATUSA Soldiers are assigned to U.S. Army units. However, they are not members of the armed forces of the U.S., and they are not subject to the Uniform Code of Military Justice (UCMJ). Discipline of KATUSA Soldiers is accomplished by ROKA administrative procedure as stated in paragraph 2-9. Additionally, as members of the ROK Army, KATUSA Soldiers are required to adhere to the military customs and courtesies outlined in ROKA regulations. Such customs and courtesies include the exchange of salutes between enlisted ROKA Soldiers of different rank.

KATUSA Soldiers will be integrated into their units and provided messing, billeting, duty assignments, and use of dayrooms, equipment and other facilities equally with their U.S. counterparts. KATUSA Soldiers:

(1) May not be assigned tasks solely as laborers, cargo carriers, permanent guards, houseboys, kitchen police (KP), or other full-time fatigue details not directly related to their military occupational specialties (MOSs). This policy is intended to ensure that KATUSA Soldiers do not perform a disproportionate share of housekeeping functions at the expense of their MOS-related training and duties. It does not preclude employment of KATUSA Soldiers in any unit mission appropriate for their KATUSA MOSs, nor does it prohibit the rotation of KATUSA Soldiers, as individuals, to housekeeping, guard, KP and headcount or security details to which U.S. Army personnel are detailed from a duty roster.

(2) Will not be used to perform personal services (cleaning/pressing uniforms or civilian clothes, polishing boots or shoes, chauffeuring private vehicles, etc.) for other U.S. or ROKA personnel.

(3) May be employed in the Army in Korea Postal System in administrative functions. KATUSA Soldiers will not be used solely to load/unload mail delivery vehicles. They may also be employed in official mail distribution centers/points to process official mail (except official registered mail) and as clerks/orderlies in the distribution of mail to ROKA personnel.

(4) KATUSA Soldier can be assigned to company arms room as a administration specialist to assist the US Arms Room NCO. KATUSA Soldier works under supervision of US Arms Room NCO. However, KATUSA Soldier can not sign as hand-receipt holder for arms.

(5) Will not (nor will U.S. Army personnel) be given an option into integration of billeting. Ethnic segregation of KATUSA Soldiers and U.S. personnel **WILL NOT** occur. The nationality of an occupant in a room will have no bearing on the nationality of his roommates. Care will be exercised to ensure equality of both facilities and furnishings provided to U.S. and KATUSA Soldier personnel (i.e., a KATUSA sergeant will be assigned a room comparable to a U.S. sergeant's room).

(6) With the primary KATUSA MOS of 88M or an Additional Skill Identifier (ASI) of 88 designated on the approved KATUSA Manning Document as a driver are the only KATUSA Soldiers authorized to drive. ROK Support Group, via their computer selection criteria, will only assign KATUSA Soldiers with a ROK Government Drivers License to an authorized Driver Position. An example of a KATUSA Soldier MOS with an ASI for driving is 95B88 (military police Soldier with driving duties). KATUSA Soldiers will not be licensed to drive any vehicle larger than a 5-ton truck. IAW ROK law, KATUSA Soldiers will not be licensed to drive cargo trucks (5 ton or larger than FMTV), nor operate a larger than 15 passenger bus or van without a proper ROK Government Drivers License. Under no circumstances is a KATUSA Soldier authorized to drive until he completes Army in Korea driver's license requirements IAW AR 600-55, Army in Korea Supplement 1 to AR 600-55, and USFK Pam 385-2.

(7) If a KATUSA Soldier that is an assigned driver is involved in a car accident, the U.S. Army Commanders should try to resolve the case (civil or criminal matters) and immediately notify their supporting ROKA staff officer and NCO for assistance.

(8) Newly assigned KATUSA Soldiers will not undergo an initiation process in their units by senior KATUSA Soldiers. Initiation activities breakdown the chain of command and place senior KATUSA Soldiers in a higher position of authority than U.S. NCOs and officers. A unit's Senior

KATUSA (01A) should help to facilitate a smooth transition and orientation to the newly assigned KATUSA Soldier to their U.S. unit.

f. Army in Korea, OMD TREX is the proponent for the KATUSA Soldier Program. Conflicts in the administration and/or management of ROKA personnel serving with the U.S. Army should be resolved at the lowest possible level of command through the assistance of ROKA Staff Officers/NCOs. Problems that cannot be resolved at MSC level should be forwarded in writing through the Chief, Army in Korea, OMD TREX to the Commander, ROKA Support Group.

g. While performing military police (MP) duties, KATUSA Soldier MPs have identical authority and jurisdiction as U.S. MPs, with the exception of administering an oath under Article 136(b)(4), UCMJ. Also, KATUSA Soldiers MPs have the authority to give lawful orders to U.S. personnel as well as ROKA personnel in the performance of MP duties. Violation of such an order by military personnel is punishable under Article 92, UCMJ, as a violation of USFK Reg. 27-5.

2-7. Responsibilities Of Army In Korea Personnel

a. The Chief, Army in Korea, OMD TREX, has overall staff responsibility for matters dealing with ROKA personnel attached or assigned to the U.S. Army. The following are the means by which the Chief, Army in Korea, OMD TREX, will accomplish this responsibility:

(1) All Army in Korea staff actions pertaining to the KATUSA Soldier Program will be coordinated with Army in Korea, OMD TREX, prior to implementation. This includes all regulations, memorandums, and Army in Korea-level meetings related to the training, personnel management, logistical, morale, welfare and life support of KATUSA Soldiers.

(2) All communication between Army in Korea staff elements or taskers to the ROKA Support Group will be routed for coordination through Army in Korea, OMD TREX.

(3) Has staff tasking authority to resolve KATUSA Soldier program issues.

(4) Commanders will staff actions that impact on the overall KATUSA Soldier Program with Army in Korea, OMD TREX.

(5) Provide reception processing, to include immunizations, issuance of supplementary uniform items, KATUSA Soldier Comfort Kits (KCK), and USFK Form 37EK (Auto) (Identification Pass).

(6) The Chief, Army in Korea, OMD TREX, will provide staff supervision over the operations of the KATUSA Training Academy (KTA).

(7). Provide basic military and physical training as established in approved program of instructions.

b. The Chief, Army in Korea, OMD TREX, and the Commander, ROKA Support Group, will:

(1) Be responsible for maintenance of the KATUSA Soldier Manning Document. All changes will be coordinated with Army in Korea, OMD TREX, and ROKA Support Group.

(2) Be responsible for maintenance of the KATUSA Soldier Mobilization Manning Document and ensuring the document is reviewed and updated as appropriate. All changes will be coordinated with Army in Korea, OMD TREX, and ROKA Support Group.

(3) Jointly establish training requirements and graduation standards at the KTA.

(4) Jointly establish policy and manage the reception, orientation, training, and administrative support of ROKA personnel.

(5) Designate officers (one U.S. and one ROKA) to serve as the executive agents for the KATUSA Soldier Program Executive Council.

(6) Jointly conduct of inspections under the CIP.

c. The Commander, ROKA Support Group will:

(1). Monitor the screening process at ROK Army Basic Training Center at Nonsan to ensure that designated KATUSA Soldiers are free of illness, injury, or mental illness prior to transfer to KTA.

(2) Receive KATUSA Soldier replacement personnel from the ROKA and arrange for their transportation to the KTA.

(3) Establish policy for the requisition, Military Occupation Specialty (MOS), and unit assignment of ROKA personnel. Note that assignments are computer generated based on manning document.

(4) Manage all aspects of military personnel administration for ROKA personnel.

(5) Provide a liaison officer to OMD TREX in order to exchange information, and ensure close coordination on support, mission readiness and personnel status.

(6) Conduct a survey of KATUSA Soldiers pertaining to initial entry training, KATUSA MOS training and use, English language training, quality of life, logistical support, the quality and quantity of KCK items, etc., and provide survey data and recommendations for improvement to the Chief, Army in Korea, OMD TREX, and the MSC commanders.

(7) Provide expiration of term of service (ETS) training; normally no more than three (3) days.

(8) Provide and distribute ROKA Staff Officers and NCOs, as agreed between ROK Army and Army in Korea, to support the administration requirements of the KATUSA Program.

d. The Commander of Seventh Air Force will ensure the KATUSA Soldiers assigned on U. S. Air Force Bases in Korea are supported in accordance with USFK Regulation 190-7, "Installation Access Control System," for access into their facilities and provide appropriate support to them consistent with the provisions of this regulation. Any Air Force commander who believes the relevant provisions of AK Reg. 600-2 are contrary to law, rule or a controlling regulation will raise his or her concerns to the Seventh Air Force Chief of Staff for resolution.

e. The Director Operational Sustainment Directorate (OSD), G1, Army in Korea, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will establish policy for ROKA personnel in the areas of--

(1) Morale and welfare.

- (2) Equal opportunity.
 - (3) The wear of uniform and insignia.
 - (4) Quality of life.
 - (5) U.S. Army Awards and Decorations.
 - (6) Establish policy for ROKA personnel use of Army in Korea recreational facilities/activities and participation in sporting events.
- f. The ACoS, J1, USFK, will establish policy for ROKA personnel in the areas of--
- (1) Pass policy
 - (2) Determination of legal ROKA holidays.
- g. The USFK Safety Office will establish policy for ROKA personnel in the area of safety in coordination with ROKA Support Group.
- h. The Director Operational Information Directorate (OID), G2, Army in Korea, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will establish policy for ROKA personnel in the area of security orientation and training.
- i. The Director Operational Maneuver Directorate (OMD), G3, Army in Korea, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will establish policy--
- (1) For assignment priority of ROKA personnel to U.S. Army units in coordination with Army in Korea, OMD TREX, and the ROKA Support Group.
 - (2) For MOS training and qualification for KATUSA Soldiers.
 - (3) For English language training
 - (4) For sustainment training of ROKA personnel.
 - (5) For attendance of KATUSA Soldiers at the Warrior Leadership Course (WLC).
- j. The Director Operational Sustainment Directorate (OSD), G4, Army in Korea, will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will--
- (1) Develop policy regarding the type and level of logistical support for ROKA personnel.
 - (2) Provide information to units/activities, in consultation with the Staff Judge Advocate (SJA), regarding the type and level of logistical support authorized for ROKA personnel, to include whether or not such support is reimbursable.
 - (3) Coordinate and staff with the Chief, Army in Korea, OMD TREX, any matter pertaining to ROKA personnel support requirements, capabilities (to include availability), and funding.

(4) Conduct a bi-annual review of the replacement cost of all personal clothing issue items listed in table 7-1, chapter 7.

k. The Command Chaplain, Army in Korea, will administer to the religious needs of ROKA personnel.

l. The Surgeon/Commander, 65TH MED BDE will designate one officer or senior enlisted to sit on the KATUSA Soldier Program Executive Council and will--

(1) Provide primary medical care and treatment (to include optical support) to all KATUSA Soldier and ROKA staff/liaison personnel serving with Army in Korea at U.S. medical treatment facilities to the extent that the care is available. Medical treatment requiring long-term medical treatment (care in excess of 30 days hospitalization or incapacitation) or care requiring treatment beyond the capabilities of the U.S. medical treatment facility will be referred to the nearest ROKA medical facility for treatment.

(2) Provide dental care and treatment for KATUSA Soldier and ROKA staff/liaison personnel serving with Army in Korea.

(3) Monitor the health and sanitation standards of KATUSA Soldier snack bars.

(4) Establish policy for award of the Expert Field Medical Badge to KATUSA Soldiers.

m. PMO will inform ROKA Support Group immediately of any accident or incident related to or involving KATUSA Soldiers at 725-4240 or 725-3181(RSG SDO).

n. Commanders of MSCs will appoint one US officer or US senior enlisted (E-7 or above) as the MSC POC of the Command's KATUSA Soldier program, and to sit on the KATUSA Soldier Program Executive Council as a General Member.

o. Commanders of US Army units receiving ROKA personnel will:

(1) Take command of the KATUSA Soldiers upon their arrival at the unit, and orient, and integrate ROKA personnel into their units.

(2) Ensure KATUSA Soldiers attend newly assigned KATUSA Soldier training.

(3) Provide KATUSA Soldier program orientation to all newly arrived US Army personnel with the assistance of their local ROKA Support Group personnel.

(4) Conduct the required Subversion and Espionage Directed Against the US Army (SAEDA) Briefing of newly assigned/attached ROKA personnel within 7 days after arrival. (See Appendix B for a bi-lingual SAEDA statement.)

(5) Ensure that ROKA personnel are properly integrated into their units and that they receive equal treatment, privileges, and responsibilities with their U.S. counterparts. Commanders will ensure that KATUSA Soldiers are treated commensurate with their rank and that they receive MOS training. Unit NCOs to whom KATUSA Soldiers are assigned will assist commanders in performing this duty.

(6) Conduct collective on-the-job army warriors training (AWT)/MOS training, and ensure KATUSAs are MOS Certified within six (6) months of assignment to the unit.

(7) Ensure that KATUSA Soldiers receive on-the-job English training on military terms related to their MOS and mission during normal work activities.

(8) Ensure KATUSA Soldiers attend mandatory ROKA directed troop information and education classes.

(9) Provide authorized administrative and logistical support for ROKA personnel.

(10) Take an active interest in the relationship between U.S. and KATUSA Soldiers, and resolve potential causes of conflict and dissatisfaction.

(11) Conduct equal opportunity seminars for all assigned/attached personnel, which includes ROKA personnel, at least semi-annually.

(12) Ensure effective management of KATUSA Soldier strength accountability, and co-sign the monthly Combined KATUSA Status Report with the unit's local RSO Representative. This report is sent to OMD TREX KATUSA Program Management Office, Army in Korea due to on the 18th of the Month, with an as of Date of the 15th of the month.

(a) Verify the status of each KATUSA Soldier daily. To improve accountability, unit commanders are encouraged, whenever and wherever needed, to have their ROKA Staff Officers/NCOs make unannounced, on-the-spot checks of KATUSA Soldier status.

(b) Ensure that KATUSA Soldiers absent from official duty are in possession of an USFK Form 37EK (auto) and an AK FL 17-1EK-R (Authority for Pass, KATUSA Soldier Personnel), Appendix L, (which will be locally reproduced on 8 1/2-by 11-inch paper), signed by the unit commander. The unit will maintain a log of all KATUSA Soldier leaves and passes for a period of one year.

(c) KATUSA Soldier passes are not granted for periods in excess of those approved for U.S. Soldiers.

(d) The status of any KATUSA Soldier absent from official duty is verified (i.e., hospitalized, attached, or TDY).

(e) Coordination is made with the Area ROKA Staff Officer for assistance in preventing serious incidents when KATUSA Soldiers are assigned to detachments apart from their parent HQ. Although KATUSA Soldier and U.S. strength reporting is done through the Army in Korea command structure, Area ROKA Staff Officers can assist in the confirmation of KATUSA Soldier strength accountability.

(13) Provide initial cross-cultural training to U.S. and KATUSA Soldiers upon assignment to the unit. U.S. and KATUSA Soldiers will receive one (1) additional hour of cross-cultural and integration training at least twice a year as part of "New Horizon Day." Company Commanders are encouraged to conduct their own "cultural awareness training." Commanders may request ROKA Staff Officers/NCOs support in presenting this training.

(a) Commanders will ensure that all Soldiers receive training on Army in Korea Reg. 600-2 and that all Soldiers are knowledgeable of the regulation's content. This training should be accomplished upon assignment of the Soldier to the unit and annually thereafter.

(b) Commanders will ensure that at least twice a year the KATUSA Soldier Program is a topic of unit officer/NCO professional development (PD) classes, and Sergeant's Time Training. Assistance for these classes can be obtained from Army in Korea, OMD TREX. Unit ROKA Staff Officers and NCOs can also assist in these classes.

(c) Commanders are encouraged to maintain open communications with ROKA Staff Officers/NCOs. ROKA Staff Officers/NCOs are likewise encouraged to maintain open communication channels with U.S. commanders.

(d) ROK-U.S. goodwill events (athletic matches, speech contests, talent contests, visits to orphanages and old peoples' homes) are encouraged. When family members are included, the families of ROKA Staff Officers/NCOs should be invited also.

(e) Commanders will support the KATUSA/U.S. Soldier Friendship Week, held annually, normally during April or May or as designated by Army in Korea. This event should take precedence over all other training. Commanders should maximize participation by KATUSA and U.S. Soldiers. Funding for KATUSA Soldier Week will be budgeted by the IMCOM-K and the MSC budget officer. Additionally, Units with a KATUSA Welfare fund will designate 25% of these funds to help pay for KATUSA/US Soldier Friendship Week. Recommended events are talent contests, sports events, and exhibitions. The Commander will obtain the advice of ROKA Staff Officers/NCOs when determining events.

(f) The KATUSA Soldier Service Lapel Button and Scroll of Gratitude will be issued to KATUSA Soldiers before they ETS. The unit will maintain a roster listing the names, serial number, ETS date, and signature of the KATUSA Soldier.

(14) Ensure that KATUSA Soldiers are assigned only to authorized MOS positions as listed in the KATUSA Soldier Authorization Document and IAW paragraph 3-1 of this regulation.

(15) Ensure the supporting SJA office is immediately notified upon learning of a KATUSA Soldier driver's arrest, detention, or request to appear before a Korean prosecutor (details are described in sub para. 3-16d).

(16) Provide basic military and physical training as established in approved programs of instructions.

2-8. Responsibilities Of ROKA Personnel

a. Commander, ROKA Support Group. As a representative of ROKA personnel assigned or attached to the Army in Korea, the Commander, ROKA Support Group, takes responsibility for the management of KATUSA Soldiers, and additionally, is in charge of the liaison between HQ, ROKA and Army in Korea concerning this program. Also, responsible for the dissemination of ROKA policy directives and the administration and management of all ROKA personnel, that includes all attached and assigned ROKA personnel. Further, the Commander, ROKA Support Group jointly shares responsibility for the implementation of the KATUSA Soldier - Program with the Chief, OMD TREX. (See sub para. 3-12b.)

b. ROKA LNOs.

(1) The duties and responsibilities of ROKA LNOs are dependent on the unit/staff section to which they are attached. However, LNOs will not normally--

(a) Have any U.S. or KATUSA Soldiers reporting to them or working for them. This does not preclude administrative support being provided to them by a U.S. or KATUSA Soldier (e.g., typing, driving, etc.). However, the Soldier providing that support works for and reports to a member of the U.S. chain of command.

(b) Participate in the management of U.S. and/or ROKA personnel beyond basic leadership responsibilities by virtue of being an officer in an allied army. However, in the conduct of correcting an errant KATUSA Soldier, the ROKA LNO may take corrective action.

(2) The ROKA LNO is not directly engaged in the management of ROKA personnel assigned/attached to U.S. Army units; he may advise commanders concerning the effective use and management of KATUSA Soldiers. ROKA LNOs may perform a dual role as ROKA Staff Officers when a ROKA Staff Officer has not been attached to a particular post or camp within Army in Korea.

c. ROKA Staff Officers. ROKA Staff Officers are responsible to the commander of the unit to which they are attached for all personnel and administrative management of assigned or attached ROKA personnel. Their main task is the management of the KATUSA Soldier Program for the unit during armistice and wartime. This responsibility is in coordination with other primary staff officers. ROKA Staff Officers will--

- (1) Provide coordination between the ROKA Support Group and their Army in Korea unit.
- (2) Directly supervise the operation of ROKA Staff Offices.
- (3) Serve as the commander's primary action officer on all KATUSA Soldier related personnel management actions, requirements, and activities.
- (4) Plan and execute all ROKA directed KATUSA Soldier education/training in coordination with unit commanders.
- (5) Provide advice and recommendations to their unit commanders on KATUSA Soldier matters.
- (6) Convene KATUSA Soldier disciplinary boards upon request of unit commanders or when required by ROKA policy.
- (7) Monitor actions for the enhancement of KATUSA Soldier morale and welfare.
- (8) Advise their unit commanders on matters pertaining to KATUSA Soldier equal opportunity.
- (9) Disseminate ROKA policy directives to KATUSA Soldiers through ROKA channels after informing the appropriate U.S. commander(s).
- (10) In coordination with the U.S. commander, conduct KATUSA Soldier formations for the purpose of providing KATUSA Soldiers information.
- (11) Be used, if necessary, in a limited role as an LNO for the purpose of maintaining contact between ROKA units, local civil authorities, and the U.S. unit to which they are attached or assigned.

d. ROKA Command Sergeants Major. Specific duties are dependent upon the unit where they are assigned. General duties are advisors to the Commander of the Area ROK Army Support Group, ROKA Staff Officers and other functions similar to those of their U.S. counterparts.

e. ROKA Staff NCOs. ROKA Staff NCOs are the focal point for the successful integration of KATUSA Soldiers into the assigned U.S. Army unit. Their main task is the management of the KATUSA Soldier Program for the unit. They bridge the gap between culture and language differences. Specifically, ROKA Staff NCOs will--

(1) Serve as interpreters, when necessary, between unit commander, staffs and KATUSA Soldiers.

(2) Counsel KATUSA Soldiers on personal problems, when necessary, or when directed by unit commanders.

(3) Recommend appropriate disposition of KATUSA Soldier management actions, disciplinary actions, and ROKA policies. Advise unit commanders on matters of health, morale, and welfare of KATUSA Soldiers.

(4) Assist in the planning and execution of ROKA directed KATUSA Soldier training.

(5) Assist the unit commander in orienting newly assigned KATUSA Soldiers on unit mission, duties and policies.

(6) Prepare and maintain status books, files, boards, and charts on KATUSA Soldiers as required by ROKA policy.

(7) With the approval of the unit commander, hold special KATUSA Soldier formations for the purpose of disseminating ROKA policy directives and information.

(8) Perform other duties as required and directed by the U.S. unit commander to ensure that U.S. Army and KATUSA Soldiers function effectively as a cohesive unit.

f. ROKA Officers and NCOs assigned to unit leadership positions. ROKA Officers and NCOs assigned to unit leadership positions will perform the same functions as ROKA Staff Officers and NCOs in the management of the KATUSA Soldier Program. But, as members of the unit chain of command, they also have a responsibility to function within the bounds of the unit in the effective accomplishment of the unit's mission. Their role in the management of the KATUSA Soldier Program should not affect their leadership role and their leadership role should not impact their responsibilities in managing the KATUSA Soldier program.

g. Senior KATUSA Soldier. Company level units with ten (10) or more assigned KATUSA Soldiers without an assigned ROKA Staff NCO will have a full-time senior KATUSA Soldier position identified on its KATUSA Soldier manning document. Units with less than ten (10) KATUSA Soldiers will have their Senior KATUSA as designated by the local RSO. The unit commander will appoint a senior KATUSA Soldier NCO to serve as the Senior KATUSA Soldier in coordination with the local ROKA Staff Office. The senior KATUSA Soldier performs those duties of the ROKA Staff NCO for the unit to which he is assigned. The senior KATUSA Soldier works for the US commander and will perform duties as directed by the US commander. His main task is to manage the KATUSA Soldier program for the US unit commander. The senior KATUSA Soldier is not a member of the chain of command. The senior KATUSA Soldier also contributes to accident prevention by monitoring the personal problems of all KATUSA Soldiers assigned to the unit. Also, the senior

KATUSA Soldier serves as a link to the unit leadership for KATUSA Soldiers in matters dealing with personnel administration, military discipline, law and order, morale and welfare, ROKA directed education, ROK/U.S. friendship activities and other duties directed by the unit commander. The unit commander will issue the senior KATUSA Soldier a letter of appointment in an official ceremony. Specific duties of the Senior KATUSA Soldier are:

- (1) Responsibility for reporting the unit's KATUSA Soldier status (leave, pass, hospitalization, etc.) to the supporting ROKA Staff each duty day.
- (2) To serve as the KATUSA Soldier Representative on the Unit Fund Council and advise the commander on the use of the KATUSA Soldier Welfare Fund.
- (3) To assist the commander in the management of events for KATUSA/U.S. Soldier Friendship Week.
- (4) To serve as the unit KATUSA Soldier Equal Opportunity (EO) representative.
- (5) To serve as an advisor to the commander in dealing with problems between KATUSA and U.S. Soldiers.
- (6) To serve as a representative of KATUSA Soldiers in promoting ROK/U.S. friendship activities.
- (7) To provide training on the KATUSA Soldier program and Korean culture to newly assigned U.S. Soldiers.
- (8) To disseminate ROKA directives on behalf of the ROKA Staff Office as an assistant in ROKA personnel management.
- (9) To perform additional duties as directed by the unit commander.

2-9. KATUSA Soldier Equal Opportunity (EO) Program

a. The Chief, Army in Korea EO Office, assisted by Army in Korea EO Advisors, is responsible for staff supervision of the Command EO Program and all matters pertaining to KATUSA/U.S. Soldier relationships.

b. A designated officer from ROKA Support Group will assist the Chief, Army in Korea EO Office, on policy, guidance and operational procedures needed to fulfill EO training requirements for KATUSA Soldiers. This designated officer will assist and advise the unit KATUSA Soldier EO representatives on the EO program and EO related activities. Also, they assist and advise the Chief, Army in Korea EO Office, on all matters pertaining to KATUSA/U.S. Soldier relationships and accompanies G1, Army in Korea, personnel on staff assistance visits to monitor implementation of the EO program.

c. Commanders will ensure MSCs establish EO training consistent with HQDA and Army in Korea policies. All personnel, to include civilians and KATUSA Soldiers, will receive EO training. Unit commanders will ensure the following:

- (1) That newly assigned U.S. personnel receive orientation on the KATUSA Soldier Program.

(2) That training sessions are conducted that promote better understanding of both Korean and U.S. cultural differences.

(3) That all KATUSA Soldiers receive the equivalent treatment as their U.S. counterparts, and take appropriate action when they don't.

2-10. KATUSA Soldier Program Executive Council

The KATUSA Soldier Program Executive Council will provide command oversight of the KATUSA Soldier Program within Army in Korea. The Council will meet periodically to discuss and resolve issues concerning the KATUSA Soldier Program. As proponents for the KATUSA Soldier Program, the Army in Korea, OMD TREX, and ROKA Support Group are the executive agents for the Council. The Council consists of two bodies -- the Executive Committee and General Members.

a. The Executive Committee will meet regularly to decide policy and resolve issues concerning the program. The Executive Committee will consist of representatives from the following staff sections and agencies:

- (1) OMD TREX.
- (2) ROKA Support Group.
- (3) G1, G2, and G4.
- (4) 65TH MED BDE.
- (5) AAFES.
- (6) IMCOM-K

b. The General Members is comprised of the Executive Committee and representatives from each MSC identified within this regulation. The General Members will meet when required to discuss policy and resolve issues affecting units in implementation of the program.

Chapter 3 Personnel Management

3-1. ROKA Personnel Authorizations For Army In Korea

a. KATUSA Soldier authorizations are established in the KATUSA Soldier Manning Document IAW US and ROK Army's Policies. Development of the KATUSA Soldier Manning Document is a combined responsibility of ROKA Support Group and Army in Korea, OMD TREX. This document is approved by the Commander, Army in Korea and co-signed by the Chief, OMD TREX and RSG Commander.

(1) Army in Korea will determine KATUSA Soldier manning requirements every year. In January of each year, units will be tasked to submit KATUSA manning requirements by 31 March. The OMD TREX, KATUSA Program Manager, will provide instructions on how to submit KATUSA manning requirements, and will include limited or exempt positions of assignment due to technical training or qualification requirements.

(2) Assistant Chief of Staff G37 or Army Korea RM, will provide the OMD TREX, KATUSA Program Manager, copies of all manpower studies completed in which EARM has recommend KATUSA personnel utilization. The KATUSA Program Manager will utilize this information in the development of the KATUSA Manning Document. Also, the KATUSA Program Office will utilize unit MTOEs and TDAs in determining KATUSA Soldier manning support.

(3) Army in Korea, OMD TREX will consolidate requirements, coordinate with the ROKA Support Group for support, and recommend authorized manning levels to the Commander, Army in Korea by 1 April of each year.

(4) Once the manning document is approved, it will be distributed to subordinate units with an effective date of 1 Oct. The KATUSA Soldier Manning Document is valid for a one (1) year period. The effective date will run from 1 Oct to 30 Sep on an FY basis) (i.e. The document will be effective from 1 Oct XX until 30 Sep XX).

(5) If a subordinate unit requires a change to the manning document after approval, they must submit their request with justification to the Army in Korea, OMD TREX, KATUSA Program Manager, and RSG in the format directed by the KATUSA Program Manager. Requests for change must be co-signed by the unit Commander, and MSC ROKA Staff Officer.

(a) If the requested change does not require an increase in KATUSA Soldier authorizations from ROKA, the Army in Korea, OMD TREX and ROKA Support Group will determine if the change is justified and then approve the change.

(b) If the change requires an increase in KATUSA Soldier authorizations from ROKA, the change will be submitted to the Commander, Army in Korea, and HQ, ROKA for approval.

b. Wartime mobilization of reserve KATUSA Soldiers will be specifically addressed in appropriate war plans. TPFDD KATUSA Soldier requirements are developed by OMD TREX in coordination with RSG. These KATUSA Soldiers are assigned to these units to provide language support to the unit. Priority of assignment will go to maneuver combat arms (infantry and armor), military police, civil affairs, and psychological operations units. Mobilized reserve KATUSA Soldiers will be assigned to TPFDD units as follows:

(1) Two (2) per company

(2) Four (4) per battalion and brigade headquarters.

(3) Ten (10) per division and corps headquarters.

(4) RSG requirement for administrative supporting to TPFDD KATUSA Soldier

(a) Four (4) per battalion and brigade headquarters.

(b) Nine (9) per division headquarters and 16 per corps headquarters.

c. The ROKA Support Group will authorize ROKA Staff Officers and NCOs for MSCs and other organizations based on the size of the unit and the number of KATUSA Soldier authorizations.

3-2. Requirements For ROKA Personnel

The Army in Korea procures its ROKA personnel through requisitions submitted on a monthly basis by ROKA Support Group to ROKA HQ. All KATUSA Soldiers are selected in compliance with ROKA policy, which establishes English ability and provides for background investigations.

3-3. ROKA Personnel Tours Of Duty

a. Extensions of the normal tour of duty for ROKA officers and NCOs are not authorized except under exceptional circumstances. Requests citing complete justification will be submitted in memo format to the Commander, ROKA Support Group. Approval authority rests with HQ, ROKA.

b. The curtailment of the normal tour of duty (i.e., the early return to the ROKA of ROKA personnel) is only done under exceptional conditions. Therefore, it is limited solely to cases involving disciplinary action, physical or mental reasons clearly established by ROK and U.S. Army medical authorities, or early discharge from the ROKA under ROKA regulations.

(1) ROKA personnel will not be returned to the ROKA early because of limited training prior to assignment and/or attachment to a U.S. Army unit. Additionally, they will not be returned because of insufficient linguistic ability. In unusual cases, commanders can request the Chief, Army in Korea OMD TREX, to review training and other inadequacies and recommend remedial action.

(2) A KATUSA Soldier may be returned to the ROKA as a result of a ROKA disciplinary board. In all cases, the final decision to return a KATUSA Soldier to the ROKA rests with the Commander, ROKA Support Group.

3-4. Replacement Of ROKA Personnel

a. Units do not need to request replacements for KATUSA Soldiers. On a monthly basis, the ROKA Support Group automatically programs replacements for KATUSA Soldiers that ETS. Replacements are made based on unit KATUSA Soldier losses and KATUSA Soldier Manning Document authorizations. During hostilities, units will report KATUSA Soldier losses on the Personnel Daily Summary through personnel channels. The G-1 will forward KATUSA Soldier casualty information to the ROKA Support Group for replacements. During wartime, units will be supported at the levels identified in appropriate war plans.

b. ROKA Staff/LNO/Aide-de-Camp Officers, Command Sergeants Major and Staff NCOs are automatically replaced by the ROKA Support Group. Replacements are influenced by overall ROKA Officer/NCO strength. The ROKA Support Group does not always have an officer/NCO immediately available to replace departing officers/NCOs, although all efforts are made to fully support Army in Korea ROKA Officer/NCO needs.

3-5. Reception, Orientation, Training, And Classification Of ROKA Personnel

a. ROKA Staff/LNOs report to the Commander, ROKA Support Group, for an orientation on the operation and administration of the KATUSA Soldier Program. They are issued a USFK Form 37EK (auto).

b. ROKA NCOs selected to be ROKA Staff NCOs undergo required training IAW ROKA Support Group policy.

c. Military occupation specialty (MOS) assignment. Based on unit requirements for KATUSA Soldiers, assignments in applicable MOSs are made by the Commander, ROKA Support Group.

d. The processing of KATUSA Soldiers at the KTA is as follows:

(1) Reception and orientation.

(a) Initial clothing issue.

(b) Basic medical screening.

(c) ROKA and U.S. Army orientation, drill and ceremony, and customs and courtesies.

(2) English training. The KATUSA Soldier receives 56 hours of English language instruction. This instruction is based on DLI material and emphasizes listening and speaking.

(3) Soldiers' Skills (Shoot, Move, Communicate, Maintain, and Sustain). The KATUSA Soldier receives basic training in rifle marksmanship, NBC, land navigation, RTO procedures, map reading, and first aid.

(4) Physical training.

3-6. Initial Assignment/Attachment Of ROKA Personnel

a. ROKA Staff/LNOs. The Commander, ROKA Support Group, will determine the unit to which a new ROKA Staff/LNO should be attached.

b. ROKA aides-de-camp. Any officer provided by ROKA HQ against a specific aide-de-camp requisition will be attached for duty only as that general officer's aide.

c. ROKA Staff NCOs. The Commander, ROKA Support Group, will determine IAW the approved KATUSA Soldier Manning Document the unit to which a new ROKA Staff NCO will be assigned.

d. KATUSA Soldiers. The Commander, ROKA Support Group, will make assignment of new KATUSA Soldiers to U.S. Army units. Unit replacement requirements and manning document authorizations are considered when assigning new KATUSA Soldiers. Army in Korea KATUSA Soldier Program Office will publish orders of newly assigned KATUSA Soldiers. Under normal conditions, unit assignment will not change during the KATUSA Soldier's tour of service with Army in Korea. (Sub para. 3-8d provides information on changing KATUSA Soldier assignments.)

(1) The Commandant, KTA Commandant, KTA, will prepare an assignment memorandum to the unit commander once ROKA Support Group completes individual assignments. Individual KATUSA Soldier personnel records, health records, PT card and training records will be attached to this assignment memorandum. Figure 3-1 is an example of the assignment memorandum.

(2) The unit commander will complete the endorsement of the assignment memorandum and return it to the HQ, Army in Korea, ATTN: EAGC-TD-K, Unit #15236, APO AP 96205-5236, within 10 days of the assignment of the KATUSA Soldier.

EAGC-TD-KTA

12 July 20xx

MEMORANDUM FOR Commander of PVT Kim, Joon Suk, KAxx-77777777

SUBJECT: KATUSA Soldier Assignment

1. Effective 14 July 20xx, PVT Kim, Joon Suk, KA xx-77777777 is assigned to your unit.
2. Enclosed are the Soldier's personnel, medical, and training records from the KATUSA Training Academy. These records are a part of the Soldier's permanent file. Army in Korea Reg. 600-2 provides information on personnel services and support, training requirements, and logistical support. Army in Korea Reg. 600-2 establishes several suspense's that you are required to meet.
3. Complete the endorsement and forward this memorandum to HQ, Army in Korea, G3 TD, ATTN: EAGC-TD-K, APO AP 96205-5236. Not later than ten (10) days after assignment of the KATUSA Soldier.

4 Encls

1. Personnel Records
2. Health Records
3. PT Card
4. Training Records

WILLIAM I. CONRAD
CSM
Commandant

EAID-HHC
CDR, HHC, 2d Infantry Division, APO AP 96258-0289

15 July 20xx

FOR Commandant, KATUSA Training Academy, ATTN: EAGC-TD-KTA (OMD TREX), APO AP 96205-5236

PVT Kim, Joon Suk has been assigned to HHC, 2d Inf Div, effective 13 July 20xx in PARA/LINE: 1000/0001. All requirements IAW Army in Korea Reg. 600-2 will be met.

FRANK R. ROBINS
CPT, IN
Commanding

Figure 3-1. KATUSA Soldier Assignment Memorandum

3-7. Initial KATUSA Soldier MOS Classification and Utilization

a. ROKA Staff NCOs come to the Army in Korea already possessing primary MOSs. Since the program is voluntary, the ROKA NCOs' MOS(s) do not always directly relate to their manning

document positions, although ROKA Support Group maintains MOS-duty position correlation when possible.

b. KATUSA Soldiers will be MOS classified by the ROKA Support Group. Close coordination will be made with commanders and local ROKA Staff Office to ensure the most critical positions are being filled. In awarding a MOS classification, the individual's previous experience and current educational level are considered. Commanders will ensure that KATUSA Soldiers are trained on common and MOS specific tasks that support the unit's collective tasks and mission.

(1) The Commander, ROKA Support Group, publishes orders assigning a MOS. Note, as described in the KATUSA Manning Document some KATUSA Soldier positions will be limited in scope or exempt from assignment due to technical training or qualification requirement. (For example, a KATUSA Soldier will be allowed to work in the unit arms room; however, it must be under the supervision of a U.S. NCO, and will be prohibited from signing for the weapons, or the KATUSA Soldier will not be assigned as a heavy equipment operator).

(2) The Commander, ROKA Support Group will determine the disposition of KATUSA Soldiers who fail to successfully complete MOS training and certification. Options include additional training or MOS reclassification. The final authority on MOS reclassification is the Commander, ROKA Support Group.

3-8. Routine Reassignment/Change Of Attachment Of ROKA Personnel

a. ROKA Staff/LNOs. The Commander, ROKA Support Group will accomplish the change of attachment of ROKA Staff/LNOs, IAW the provisions of ROKA Reg. 113 (available at ROKA Management Division, ROKA Support Group) and the current status of ROKA Staff/LNOs attached to Army in Korea.

b. ROKA aide-de-camp. Any ROKA aide-de-camp whose tour of duty is abbreviated from the normal 24-month period because an incoming general officer prefers a new aide will normally be reassigned to a ROKA Staff/LNO position in Army in Korea. If a newly assigned general officer prefers a new aide-de-camp, the previous aide-de-camp with more than 12 months in service can be reassigned to a ROKA Staff / LNO position in the Army in Korea. However, the general officer should consult with the Commander, ROKA Support Group to facilitate the change.

c. ROKA Staff NCOs. ROKA Staff NCOs will serve in two (2) different units during their tour of duty with the U.S. Army. The Commander, ROKA Support Group, will determine the major subordinate command to which a mid-tour reassignment will be made. ROKA Support Group will publish orders.

d. KATUSA Soldiers. Once a KATUSA Soldier is assigned he will not be reassigned without due cause. A unit commander must inform, in advance, the ROKA Staff Office that supports his unit, of a change in duty position for KATUSA Soldiers. KATUSA Soldiers will not be assigned to a position outside their MOS. All reassignments of KATUSA Soldiers will be determined and approved by the Commander, ROKA Support Group. However, the needs of Army in Korea will be taken into account and in cases of disagreement on reassignments, the Chief, OMD TREX, and the Commander, ROKA Support Group, will meet to resolve the issue.

3-9. Reclassification Of KATUSA Soldiers

ROKA Regulations 122, 123 and 302 govern reclassification of KATUSA Soldiers. Commanders will request KATUSA Soldier reclassifications through their ROKA Staff Officer who will evaluate the request and recommend approval/disapproval through the RSG chain of command to the

Commander, ROKA Support Group. The Commander, ROKA Support Group, is the final approving authority.

3-10. Promotion Of ROKA Personnel

a. KATUSA Soldiers may be promoted up to the rank of sergeant as outlined by procedures in subparagraph 3-10b. Promotion is IAW ROKA policy. A conscious action must be taken by the unit commander to preclude the unwarranted promotion of a KATUSA Soldier.

b. The Commander, ROKA Support Group, IAW ROKA regulations, decides promotions for KATUSA Soldiers. If the unit commander believes a KATUSA Soldier should not be promoted for disciplinary reasons, inefficiency, failure to pass the Army physical fitness test (APFT), or failure to qualify on an assigned weapon, he should provide a written statement to the ROKA Staff Officer outlining the reasons to delay the promotion. After evaluating the statement, if the ROKA Staff Officer disagrees with the recommendation of the unit commander, both the ROKA Staff Officer's and the unit commander's statements will be forwarded to, and evaluated by the Commander, ROKA Support Group. The Commander, ROKA Support Group, is the final authority. Commanders may also recommend KATUSA Soldiers for early promotion. The unit commander should provide the ROKA Staff Office with justification for early promotion.

c. ROKA Support Group will provide two (2) copies of KATUSA Soldier promotion orders to the unit commander. The Adjutant Section, ROKA Support Group, will consolidate all promotion orders and coordinate necessary internal pay changes with the Finance Officer, ROKA Support Group, who in-turn coordinates with ROKA HQ's.

d. The Administration Section, ROKA Support Group, will provide rank insignia upon receipt of promotion orders. ROKA Staff Officers and ROKA Staff NCOs will provide promotion reports to commanding officers. A promotion ceremony for KATUSA Soldiers will be conducted by commanding officers when possible on the first duty day of the month. Commanders should conduct KATUSA Soldier and U.S. Soldier promotions together at the same ceremony.

3-11. Pay Management

The ROK Government through the ROKA Support Group pays ROKA personnel serving with the U.S. Army in Korean won. The Commander, ROKA Support Group, designates each ROKA Staff Officer or ROKA Staff NCO as paymaster. U.S. commanders to whom paymasters are assigned or attached will provide transportation for them on ROKA paydays.

3-12. Strength Accounting

a. Daily Reports are prepared daily on ROKA Form 1-6-30 (Daily Status Report) in Korean. Daily Reports are a ROKA Support Group requirement and will be submitted to ROKA Support Group through ROKA Staff Office administration channels.

b. By the 18th of each month units will submit a KATUSA Soldier Unit Manning Report that provides the unit status as of the 15th of the month via electronic means (MS Excel format) to the Army in Korea KATUSA Soldier Program Office. See figure 3-2, for the format and instructions.

c. During wartime, U.S. commanders will report KATUSA Soldier strength concurrently with U.S. strength on the Personnel Daily Summary report.

KATUSA Soldier Unit Manning Report

| UNIT | NAME | RANK | SN | ETS | MOS | PARA/LINE | SEC | POS | LOCATION |
|---------------------------|------|------|--------------|---------|---------|-----------|---------|------------------|------------|
| A/2-9 IN JONG, JAE SEOP | | PFC | xx 9999 1111 | 8/16/xx | 88M9200 | 1000/0002 | HQS | Supply Clerk | Camp Casey |
| A/2-9 IN KIM, SUNG TAE | | PV2 | xx 9999 2222 | 3/1/xx | 11B0000 | 3100/0002 | 1st Plt | Rifleman | Camp Casey |
| A/2-9 IN KWON, HYEOK TAE | | CPL | xx 9999 3333 | 1/21/xx | 11B0000 | 1000/0001 | HQS | Senior KATUSA | Camp Casey |
| A/2-9 IN LEE, JU YEOL | | CPL | xx 9999 4444 | 7/12/xx | 11B0000 | 3100/0001 | 1st Plt | Team Leader | Camp Casey |
| A/2-9 IN PARK, SHIN RYANG | | PV2 | xx 9999 5555 | 5/1/xx | 11B0000 | 3200/0002 | 2nd Plt | Rifleman | Camp Casey |
| A/2-9 IN PYO, JIN YEOL | | PV2 | xx 9999 6666 | 9/7/xx | 11B0000 | 3200/0001 | 2nd Plt | Team Leader | Camp Casey |
| A/2-9 IN SONG, MYEONG JIN | | PFC | xx 9999 7777 | 6/17/xx | 11B0000 | 3300/0001 | 3rd Plt | Team Leader | Camp Casey |

1. Enter the short name of the unit in column 1.
2. Enter the name of the KATUSA Soldier in column 2. Last (family) name first. Do not abbreviate. Separate last name from first (given) name with a comma.
3. Enter the rank in three-letter format in column 3. Use standard abbreviations. Do not use pay grade (E-2, E-3, etc.).
4. Enter the serial number in column 4 in the following format: xx 8888 7777. Do not enter the letters "KA."
5. Enter the ETS date in column 5 in mm/dd/yy format.
6. Enter the US MOS in column 6.
7. Enter the paragraph and line number from the current KATUSA Soldier manning document of the position that the Soldier fills in column 7.
8. Enter the section in which the KATUSA Soldier works in column 8 (i.e. S-1, Motorpool, Orderly Room, etc.). Do not use unknown abbreviations.
9. Enter the position the KATUSA Soldier works in column 9 (i.e. Admin Clerk, Sply Spec, NBS Spec, etc.). Do not use unknown abbreviations.
10. Enter the post or camp where the KATUSA Soldier lives and works in column 10. If the KATUSA Soldier lives on a different post from where he works, enter in this format: LIVES/WORKS.

Figure 3-2. KATUSA Soldier Unit Manning Report

3-13. Clearance Procedures

ROKA personnel will use the same clearing forms as U.S. Soldiers. Installation commanders will modify the clearance form to include additional areas that ROKA personnel will clear and annotate the areas that are not applicable to them. ROKA personnel are required to surrender their USFK Form 37EK (auto). The unit will maintain a copy of the final installation clearance form on file and provide a copy to the unit ROKA Staff Officer/NCO.

3-14. Discipline, Law, and Order

a. Orders from U.S. officers, warrant officers, and NCOs transmitted to subordinate ROKA personnel serving with the U.S. Army are lawful orders and will be obeyed by ROK Armed Forces personnel. Likewise, subordinate U.S. personnel will obey lawful orders of superior ROKA personnel. ROKA personnel serving with the U.S. Army are not members of the armed forces of the U.S.; accordingly, they are not subject to the UCMJ. An important policy difference between ROKA and U.S. military personnel is the area of discipline, law, and order. In this area, ROKA standards and responses are required for ROKA personnel. Any necessity for adverse action against a ROKA officer serving with the U.S. Army will be brought to the attention of the Commander, ROKA Support Group. The matter will be turned over to the Chief of Staff, ROKA, for necessary action and resolution.

b. Discipline of KATUSA Soldiers is accomplished in the form of non-punitive disciplinary measures, disciplinary training, disciplinary boards, or judicial actions. Only ROKA Staff Offices or the ROKA Support Group may take disciplinary training, disciplinary boards, or judicial action. Under no circumstances will U.S. personnel be used in the actual imposition of any punishment given as a result of a disciplinary board. But, nothing in this paragraph is intended to preclude commanders from exercising normal administrative withholding of privileges, extra training (corrective training), and administrative restrictions when appropriate under non-punitive disciplinary measures.

(1) Non-punitive disciplinary measures usually deal with misconduct resulting from simple neglect, forgetfulness, laziness, inattention to instructions, sloppy habits, immaturity, difficulty in adjusting to disciplined military life, and similar deficiencies. These measures are primarily tools for teaching proper standards of conduct and performance and do not constitute punishment. Accepted forms of non-punitive disciplinary measures are:

(a) Denial of pass or other privileges - Commander can deny a KATUSA Soldier a pass or other privileges in an effort to correct Soldier discipline. Also, the RSG Staff Officer/NCO can recommend to the commander to deny a KATUSA Soldier a pass for disciplinary reasons. Commanders must consider these requests seriously, and must be a coordinated disciplinary action.

(b) Counseling - a KATUSA Soldier may be counseled on his performance and this counseling may become a part of his official record and reflected in performance appraisals.

(c) Administrative reprimands and admonitions - a written disapproval of a KATUSA Soldier's action.

(d) Extra training - training given to the KATUSA Soldier to correct a performance deficiency. This is one of the most effective non-punitive measures available to a commander. It is used when a Soldier's duty performance has been substandard or deficient; for example, a Soldier who fails to maintain proper attire may be required to attend classes on the wearing of the uniform and stand inspection until the deficiency is corrected. The training or instruction must relate directly to the deficiency observed and must be oriented to correct that particular deficiency. Extra training or instruction may be conducted after duty hours and it must be supervised.

(2) Disciplinary training. ROKA Staff/LNOs and ROKA Staff NCOs will make on-the-spot corrections of KATUSA Soldiers for minor infractions of ROKA military discipline. Normally, minor infractions will be referred to disciplinary training; however, offenses deemed by the commander to be unusually flagrant or willful in nature, may be referred to a disciplinary board. Procedures for this training are as outlined by ROKA regulations and ROKA Support Group SOPs.

(3) Disciplinary board.

(a) The disciplinary board is the most severe type of action commanders may take. The disciplinary board is appropriate when a commander would consider punishment under the UCMJ or MCM for U.S. Soldiers. The disciplinary board is established under ROKA HQ directives and is conducted by ROKA Staff/LNOs or ROKA Staff NCOs. A KATUSA Soldier may be referred to a disciplinary board at the request of his unit commander or when notified to appear by HQ, ROKA. Additionally, ROKA Staff Officers and ROKA Staff NCOs may refer a KATUSA Soldier to a disciplinary board after consulting with the KATUSA Soldier's chain of command.

(b) When a commander determines that there is just cause to refer a KATUSA Soldier to a disciplinary board, he will request a disciplinary board, in writing, to the unit ROKA Staff Officer/NCO. If the unit does not have a ROKA Staff Officer/NCO, the commander will submit the request to the next higher level of command until it reaches the level where a ROKA Staff Officer/NCO is attached, or as directed by the MSC ROKA Staff Officer. In all cases, the ROKA Staff Officer/NCO will conduct the disciplinary board and will determine if punishment is required. The ROKA Staff Officer/NCO will also notify the commander of the type and amount of punishment to be administered prior to administering the punishment. If no punishment is administered, the ROKA Staff Officer/NCO will inform the commander why he determined that the KATUSA Soldier should not be punished. In some cases, U.S. personnel may be allowed to appear in defense of or against a KATUSA Soldier as a witness or spokesman. Units will maintain request for disciplinary boards and any punishment imposed in the Soldier's local file until ETS. Figure 3-3 is a sample request for disciplinary board proceedings.

EAID-HHC

12 July 20xx

MEMORANDUM FOR CPT Kim, KATUSA Personnel Office, Camp Red Cloud, Korea

SUBJECT: Request for KATUSA Soldier Disciplinary Board,
RE: PFC Kim, Chae Won, KAXx-14333245

1. I request a disciplinary board be held for PFC Kim, Chae Won, KAXx-14333245.
2. Nature of offense: PFC Kim was scheduled for Assistant Charge of Quarters on 11 July xx. He did not report for this duty at the scheduled time of 1600. A search of his duty area and billets were conducted and he could not be found. At 2330, PFC Kim returned to the billets and was obviously under the influence of alcohol.
3. The following witnesses will be made available:

1SG Jones, William L., 332-45-9012, Company First Sergeant
SGT Smith, Larry E., 134-55-3214, PFC Kim's Section Chief
SPC David, Albrey M., 223-89-4135, Charge of Quarters
4. Please notify me of any disciplinary action taken against PFC Kim.

WILLIAM I. CONRAD
CPT, IN
Commanding

Figure 3-3. Request for KATUSA Soldier Disciplinary Board

c. Other acts of misconduct. Other acts of misconduct may be serious in nature and require punitive action IAW ROKA regulations. The unit commander cannot request the return of a KATUSA Soldier to the ROKA, but can report his acts of misconduct and recommend a disciplinary board when appropriate.

d. Retention of KATUSA Soldiers beyond ETS. Based on ROK public law, a KATUSA Soldier on whom separation orders have been published may be retained beyond ETS only for investigation of or prosecution for an offense serious enough to warrant pretrial confinement. KATUSA Soldiers placed under formal arrest prior to the publication of separation orders are automatically retained until the matter is resolved. A KATUSA Soldier who is not confined or placed under formal arrest will be processed and separated from the ROKA. Commanders desiring to pursue litigation must coordinate with local judge advocates that may refer the incident to Korean civil police authorities for investigation and/or prosecution in a Korean civil court.

e. Absent Without Leave (AWOL). Units will report KATUSA Soldiers who absent themselves without leave to the supporting ROKA Staff Office. KATUSA Soldiers who absent themselves without leave will be dropped from the rolls 15 days after their departure from their unit. Their records will be forwarded to the Commander, ROKA Support Group.

f. In cases where ROKA officers and NCOs attached to Army in Korea feel that a U.S. Soldier has been disrespectful and/or has committed an act that warrants punishment, they must report the offense to the Soldier's commander and request correction and/or punishment. The commander will investigate the alleged offense, and based on the results of the investigation, will take appropriate action. The commander will inform the ROKA officer/NCO of the amount/type of punishment rendered, if any.

3-15. Claims

a. Under the ROK-U.S. SOFA, acts or omissions of KATUSA Soldiers causing death, injury, or property damage to others may give rise to claims by the person(s) suffering damage. Any such incident must be promptly and carefully investigated IAW the provisions of AR 27-20. The U.S. Armed Forces Claims Service will determine U.S. liability for damages caused by acts or omissions of KATUSA Soldiers while on duty.

b. ROKA personnel may not present a claim against the U.S. under the provisions of AR 27-20, chapter 11.

c. Solatium. Solatium payments are payments made to an injured Korean national or to the family of a deceased Korean national, in connection with injury, death, or damage to the dwelling or property of a Korean national, when the injury death, or damage to the dwelling was due to their employment with the U.S. Armed Forces or caused by a military member or civilian employee of the U.S. Armed Forces. Commanders will comply with solatium payment guidance as addressed in USFK Reg. 526-11.

3-16. Investigation, Search, Seizure, And Apprehension Of ROKA Personnel

a. Off-post violations. ROKA personnel involved in off-post violations involving ROKA MPs will be reported through ROKA channels to the Commander, ROKA Support Group, who will take appropriate action IAW ROKA regulations and will notify the unit commander concerned through the ROKA Staff Officer.

b. On-post violations. IAW Article XXII, Paragraph 10 of the SOFA between the United States of America and the Republic of Korea, ROKA personnel (officer, NCO, or KATUSA Soldier) involved in the commission or attempted commission of a critical offense (such as: selling, use or possession of drugs; threat to force protection; espionage act) on a U.S. facility may be apprehended. These ROKA personnel will be turned over to ROKA authorities immediately. Also, the Commander, ROKA Support Group, must be notified immediately. If detention is required pursuant to paragraph 3-16(c)(1) below, it will only be for the minimum time necessary to transfer custody of the alleged offender to ROKA authorities.

(1) KATUSA Soldiers who are witnesses to, or knowledgeable of, a specific incident may be questioned if willing to answer questions. However, a ROKA Staff Officer or ROKA Staff NCO must be present during any questioning of a KATUSA Soldier demonstrating unwillingness to be interviewed. When a KATUSA Soldier refuses to be interviewed by a U.S. official or requests to be interviewed by a ROKA Support Group official, it must be approved. While KATUSA Soldiers are not subject to the UCMJ and U.S. constitutional protection, every effort should be expended to treat KATUSA Soldiers fairly and justly.

(2) The quarters and personal effects of a KATUSA Soldier suspect may be searched and items seized under the same circumstances, and to the same extent, as that of U.S. military personnel. Such searches and seizures will be conducted in the presence of the applicable ROKA Staff Officer or ROKA Staff NCO. **Search and seizure of KATUSA Soldiers or their property by ROKA Staff/LNOs or ROKA Staff NCOs without the presence of the appropriate U.S. unit commander or his designated representative is not permitted.**

(3) KATUSA Soldiers who are requested by the Korean CID or other ROK authorities for investigation or interrogation will be released without delay. Concurrently, the unit commander, ROKA Staff Officer or ROKA Staff NCO, local Provost Marshal, and the Commander, ROKA Support Group, must be notified immediately.

c. Detention and charges.

(1) KATUSA Soldiers may be placed in a detention cell pending release to ROKA authorities if they are combative, attempt to destroy evidence, attempt to flee, or attempt to hurt themselves or others.

(2) Upon receipt of a confinement notification from ROKA authorities, the Commander, ROKA Support Group, will publish reassignment orders to the ROKA confinement unit. The effective date cited in the orders will be the date the individual is to be confined.

(3) Except for vehicle related charges, KATUSA Soldiers found guilty of charges by ROKA Military Justice Court will not be returned to the U.S. Army.

(4) KATUSA Soldiers found not guilty, or who are otherwise exonerated of charges, will have their KATUSA Soldier status restored, and they will be reassigned to their former unit.

d. Detention or arrest of KATUSA Soldier drivers.

(1) Under Korean law, any driver involved in an automobile accident resulting in personal injury or death is subject to immediate confinement. While USFK has no legal authority to intervene in the criminal prosecution of Koreans, we do have ways to assist our KATUSA Soldiers involved in line of duty accidents. Avoidance of, or speedy release from, pretrial confinement can be greatly assisted by the early involvement of the U.S. Armed Forces Claims Service. To assist in ensuring

that this is done, commanders must ensure that their supporting SJA office and the claims service are notified immediately whenever KATUSA Soldiers are involved in such accidents. Commanders must also ensure that all KATUSA Soldier drivers carry a bilingual letter from their respective commanders stating that KATUSA Soldiers are not required to carry private liability insurance while operating a U.S. government vehicle. A copy of this letter can be found in Appendix D.

The U.S. Government owns this vehicle, and therefore the driver is not expected to carry private liability insurance. If the vehicle is involved in an accident, the victim may file a claim with the closest District Compensation Committee. The ROK and U.S. Governments IAW the ROKA State Redress Act and ROK-U.S. SOFA will then adjudicate the claim. In the event of accident, the U.S. Armed Forces Claims Service should be immediately contacted at Seoul, 738-8019 (02-7918-8019). Claims Service Personnel will provide information on how to file a claim and what compensation is available to injured parties. In view of victim compensation procedures established by the SOFA, the U.S. respectfully requests that the driver of this vehicle not be incarcerated or prosecuted solely because of failure to carry private liability insurance on this vehicle when this vehicle is driven in official performance of duties.

(2) The most current list of ROK District Compensation Committees must be attached to the letter above, which is to be typed on unit letterhead and signed by the commander. A list, current as of the date of this regulation, is shown at Appendix D. Updates may be obtained from the U.S. Armed Forces Claims Service.

Chapter 4 Personnel Actions

4-1. Awards and Decorations

- a. AR 600-8-22 and USFK Reg. 672-20, govern the award of U.S. Army decorations and badges to ROKA personnel serving with the U.S. Army.
- b. Unit commanders are strongly encouraged to recommend ROKA Officers, NCOs and KATUSA Soldiers for U.S. decorations upon PCS or ETS in cases of exceptional performance.
- c. U.S. decorations and badges will be announced in orders published by the awarding authority. Two copies of orders will be furnished to the Commander, ROKA Support Group, through ROKA Staff Offices.
- d. ROKA HQ has consented to the awarding of the following badges and appurtenances to KATUSA Soldiers by Army in Korea if they meet the eligibility criteria outlined in the applicable U.S. Army directives. MSCs are encouraged to establish programs for the award of these badges:
 - (1) Drivers Badge.
 - (2) Mechanics Badge.
 - (3) Weapons Qualification Badge.
 - (4) Expert Field Medical Badge.

e. U.S. decorations, badges, and appurtenances will be presented in an appropriate ceremony. Presentation will be made at the recipient's U.S. Army unit. Such ceremonies should receive appropriate publicity, both in U.S. and Korean press circles.

f. KATUSA Soldiers are also eligible for ROKA awards. The unit ROKA Staff Offices can provide guidance on procedures for recommending ROKA awards to KATUSA Soldiers.

g. KATUSA Soldier Lapel Button. The KATUSA Soldier Lapel Button is a gratuitous issue item.

(1) The following requirements must be met to be eligible for award of the KATUSA Soldier Lapel Button:

(a) The individual must have been a ROKA Soldier who has been assigned as a KATUSA Soldier to a U.S. Army unit or activity must have served honorably throughout their period of assignment.

(b) The individual must be separating from active duty with the ROKA.

(c) Disqualifying characterization of service for the award of the KATUSA Soldier Lapel Button is identical with that used for the Army Lapel Button (AR 670-1).

(2) Issuance requirements--

(a) The KATUSA Soldier Lapel Button will be awarded to all eligible KATUSA Soldiers.

(b) U.S. Army unit commanders will coordinate with their ROK Staff Officer or NCO to obtain the Commander, ROKA Support Group, concurrence prior to presentation of the KATUSA Soldier Lapel Button.

(c) The U.S. commander or a designated U.S. Army commissioned officer will present the lapel button prior to separation from active service during a troop formation or other appropriate ceremony.

(3) Orders will not be published to verify award of the KATUSA Soldier Lapel Button but units will maintain, for a period of one year, a roster containing the name, serial number, and ETS date of each KATUSA Soldier issued the lapel button.

(4) Restocking of the KATUSA Soldier Lapel Button will be accomplished through supply channels in the same manner as the Army Lapel Button.

h. In order to express thanks to the parents of KATUSA Soldiers for their son's loyal and selfless service, commanders will present a Unit Scroll of Gratitude to the KATUSA Soldier prior to or upon discharge from the ROKA. The unit will maintain a roster of issue for one (1) year. The unit will prepare the Scroll of Gratitude for each ETSing KATUSA Soldier at least 30 days prior to ETS. The Scroll of Gratitude will be developed by the unit and prepared in the following manner:

(1) The standard name line will be entered on the scroll and will include the KATUSA Soldier's rank (do not abbreviate), name (family name and given name) and unit of assignment in upper case letters. It must be centered and typed in the space below the line that reads, "is presented to the family of."

(2) The scroll(s) will be signed at the bottom left by the first Lieutenant Colonel (LTC) in the KATUSA Soldiers' chain of command. The signature block placed at the lower left of the scroll and the standard name line will be typed using a 12 pitch or font.

4-2. Efficiency Reporting

ROKA Officers and ROKA Staff NCOs (SSG-SGM) receive efficiency reports while serving with the U.S. Army. Efficiency reports for those personnel are rendered by ROKA staff and LNOs as well as by the Commander, ROKA Support Group, IAW ROKA policy.

a. U.S. Army commanders and U.S. Army supervisors of ROKA personnel may provide written efficiency report comments for both ROKA officers and ROKA Staff NCOs.

b. Written efficiency report comments, if rendered, will be addressed to either the rated Soldier's rater or the Commander, ROKA Support Group.

4-3. Identification Card Issue/Reissue

USFK Form 37EK (auto) serves the same purpose for ROKA personnel serving with the US Army as the Computer Access Card (CAC) does for US Army personnel. Like the CAC, the USFK Form 37EK (auto) is a controlled item. This includes ROK Army personnel (Officers and NCOs) assigned to the KATUSA Soldier Program that are serving with the US Army and their spouse and children under the age of 18 years old. The US Army has established a CAC issuing policy for KATUSA Soldiers and ROK Army personnel (Officers and NCOs) assigned to the KATUSA Soldier Program that are serving with the US Army. Additionally, USFK REG 190-7, Installation Access Control System, provides in-depth guidance.

a. The Commandant, KTA, will make initial issue of USFK Form 37EK (auto) for KATUSA Soldiers. USFK Form 37EK (auto) will be issued to ROKA Officers and NCOs at the post of assignment. These identification cards have an expiration date 1 week after the anticipated date the ROKA Officer or ROKA Staff NCO is expected to return to the ROKA. For KATUSA Soldiers, these identification cards have an expiration date 1 week after the KATUSA Soldier's ETS date.

b. Reissue of the identification card is allowed under the following conditions: whenever the USFK Form 37EK (auto) or CAC is lost, stolen, or mutilated, or the expiration date on the existing card is about to occur and the ROKA Officer, Staff NCO, or the KATUSA Soldier is not returning to the ROKA:

(1) The ROKA Officer, Staff NCO, or KATUSA Soldier requiring reissue of the applicable identification card will obtain a memorandum signed by his unit commander stating the reason an identification card must be reissued. The same reporting requirements applicable to the loss or theft of or CAC are applicable to the loss or theft of USFK Form 37EK (auto).

(2) The ROKA individual requiring a reissue of identification card will report to his camp or garrison of assignment identification card issue facility to receive a new USFK Form 37EK (auto). The identification issue facilities will request and stock the USFK Form 37EK (auto) through normal requisition and distribution channels.

4-4. Leaves, Passes, and Holidays

a. Leave. Leave policies and procedures for ROKA personnel serving with the U.S. Army are the responsibility of the Chief of Staff, ROKA, and are administered through the Commander, ROKA Support Group. ROKA Staff Officers and ROKA Staff NCOs will inform the U.S. commander when KATUSA Soldiers are to take ROKA directed leave. Leaves directed by the ROKA cannot be

canceled or changed without coordination with the ROKA Staff Officer. There are five types of leave as follows: ordinary, compassionate, official, recreational, and reward.

(1) Ordinary leave is authorized as follows:

(a) ROKA Officers and ROKA Staff NCOs in the grades of staff sergeant and above are authorized 23 days ordinary leave during a calendar year. Leave absences for these personnel are required to be coordinated with the U.S. supervisor and/or unit commander. Unit commanders will be notified 30 days prior to scheduled leave so that better planning of critical events requiring ROKA personnel can be made.

(b) KATUSA Soldiers are authorized 24 to 30 days ordinary leave IAW their ROKA service obligation of 18 to 24 months of active duty. Per ROKA Reg. 130, this leave must be taken at the time directed by the ROKA Staff Office responsible for providing administrative support. The ROKA Staff Office will prepare and distribute to commanders a monthly report of projected KATUSA Soldier leaves for the following 90 days to coordinate with commanders to deconflict KATUSA Soldier's leave and important unit events. This report will list the name, rank, service number, and dates of projected leave. Commanders must coordinate with the supporting ROKA Staff Officer/NCO prior to disapproving ROKA directed leave for KATUSA Soldiers.

(c) ROKA personnel whose homes of record are situated more than 50 nautical miles off the ROK peninsula are authorized 5 days travel time in connection with their leave.

(d) During extended periods of increased force protection, without revocation of leaves by the Republic of Korea Army, KATUSA Soldiers will be allowed to take programmed leave. Commanders at the LTC level or higher may postpone a KATUSA Soldier's leave if the Soldier's presence is required in the implementation of force protection measures. The Commander will closely monitor the requirements for the Soldier's presence and will allow him to take programmed leave as soon as his presence is no longer required. Programmed leave should not be postponed more than 30 days. The last programmed leave, 10 days, cannot be postponed unless the Republic of Korea Army has implemented a "stop loss" program. Commanders will also monitor any leave backlogs and ensure that the backlog does not adversely affect unit readiness.

(2) Compassionate leave. Compassionate leave is authorized in cases of necessity as outlined below. ROKA personnel and KATUSA Soldiers who need compassionate leave must submit required documents to his supporting ROKA Staff Office.

- (a) Illness: 30 days.
- (b) Family illness: 30 days.
- (c) Death of family member: 2 to 5 days.
- (d) Marriage: 7 days.
- (e) Natural disaster: 5 days.
- (f) Childbirth of one's wife: 3 days
- (g) Adoption: 14 days

(3) Official leave. Official leave is leave authorized to perform official duties (e.g., court appearances, official voting, competitive examinations for attendance at military schools, etc.). Official leave is not chargeable as ordinary leave.

(4) Recreational and reward leave. IAW ROKA leave policy, recreational leave and reward leave may be granted after coordination between the ROKA Staff Officers/NCO and unit commander.

(5) While on leave, ROKA personnel will keep their ROK Government civilian identification card, their USFK Form 37EK (auto), and ROKA leave authorization signed by appropriately designated ROKA Staff personnel. Units will maintain a control log of KATUSA Soldier leaves on file for a period of one year.

(6) Any ROKA personnel serving with the U.S. Army may be recalled from leave whenever operational necessity dictates (as determined by a commander in the grade of lieutenant colonel or higher in coordination with the unit ROKA Staff Officer), martial law is declared, a national emergency arises, or notification of misconduct is received.

b. Pass. The granting of pass privileges is a function of command. The KATUSA Soldier pass privilege will be extended by the commander in the same manner as pass privileges to U.S. Army enlisted personnel. Some ROKA training requirements may only be fulfilled after normal duty hours. If a KATUSA Soldier, for example, is required to participate in APFT training during off-duty hours, he is considered on-duty and not eligible for a pass. U.S. supervisors, ROKA Staff Officers, and/or ROKA Staff NCOs may make recommendations to the commander concerning the granting or denying of pass privileges to KATUSA Soldiers. Commanders should give serious consideration to these recommendations.

(1) The Commander, ROKA Support Group, will establish general pass policies such as duration, location, and distance requirements and procedures for ROKA personnel IAW ROKA regulatory guidance. This does not prevent the unit commander from exercising control over his unit pass program or granting or denying a KATUSA Soldier a pass. Note that weekday passes are allowed only after the duty hours till 2200 hours. Passes for the weekend or other time periods, Soldiers must be in their barracks by 2200 hours on the day of return. KATUSA Soldiers must have the pass form in their possession (AK FL17-1EK-R). For both passes and leaves, KATUSA Soldiers must be in their barracks by 2200 hours on the day of return, and must have their approved pass/leave form in their possession.

(2) KATUSA Soldiers are authorized to receive a 5-day pass if it spans a Korean or US holiday period that also includes a weekend or an authorized US Training Holiday. RSG will issue a special pass to KATUSA Soldiers under these circumstances.

(3) Commanders will establish uniform pass policies and procedures for both U.S. Army and ROKA personnel. Specifically, the percentage of ROKA personnel authorized to be absent on pass will be the same as that established for U.S. Army personnel unless a more stringent requirement is established by the ROKA Support Group. Pass controls for ROKA personnel will be identical to those established for U.S. Army personnel. This includes the granting of passes to KATUSA Soldiers on normal or shift duty hours. Additionally, ROKA personnel may retain their passes in their possession at all times if such is the policy for U.S. Army personnel.

(4) KATUSA Soldiers must have the following documents in their possession whenever on extended pass (in excess of one day or overnight):

(a) USFK Form 37EK (auto).

(b) ROKA Leave Authorization, if travel is performed outside their normal duty station.

DATE : _____
CONTROL # : _____

MEMORANDUM FOR (수신) : _____

SUBJECT : Authority for Leave/Pass, ROKA/KATUSA Soldier Personnel

제 목 : 한국군/카투사 요원 휴가/외출 인가

1. You are authorized _____ days leave/pass effective _____. Unless sooner recalled, you will return to your unit not later than _____.

귀하는 _____ 년 _____ 월 _____ 일부터 _____ 일간 외출이 인가되었다. 복귀 명령이 없는 한 귀하는 _____ 년 _____ 월 _____ 일 이내에 귀대한다.

2. The address at which you can be located while on leave/pass will be :

휴가/외출중 귀하가 거주할 수 있는 주소 : _____

3. You are advised that you may be recalled from pass. If operational necessity dictates such action, if martial law is declared, if a national emergency arises or if a notification of misconduct by you is received.

작전상 필요시, 계엄령 선포시, 국가 긴급사태 발생 또는 본인의 비행통보가 접수되었을 시 조기 귀대를 명할 수 있다.

4. Type of leave/pass : _____

휴가/외출의 종류 : _____

5. Authority: ROK Presidential decree 2465, 15 March 1966 and Eighth US Army Regulation 600-2.

근거 : 대한민국 대통령령 2465 (1966 년 3 월 15 일자) 및 미 8 군 사령부 규정 600-2.

DISTRIBUTION (수신처) :

2-Individual concerned (본인)

1-CDR, ROKA Spt Gp (미 8 군 한국군 지원단장)

1-Unit CDR (소속부대장)

1-Duty Section (소속부서)

EA FL 17EK-R, 1 March 99

Figure 4-1. Authority for Leave/Pass, ROKA/KATUSA Soldier Personnel (Memo)

c. Holidays.

(1) The ACoS, J1, USFK, will announce all Korean national holidays and special holidays (e.g., national election days) affecting ROKA personnel to MSCs.

(2) ROKA personnel serving with the U.S. Army may be excused from duty by their units in the same manner as U.S. Army personnel are excused from duty.

(3) ROKA personnel serving with the U.S. Army will be allowed to observe Korean national holidays as shown in table 4-1, or as directed in USFK Annual Holiday Schedule for Fiscal Year (FY) XX memorandum.

Table 4-1
Korean National Holidays

Korean National Holidays Army in Korea will annually publish list of authorized Korean and U.S. training holidays that encompass both ROK and U.S. holidays for both military and civilian personnel.

| HOLIDAY | DATE |
|------------------------------------|--------------------|
| New Year's Day | 1-2 January |
| Seol-Nal (Lunar New Years) | *date varies |
| Independence Movement (Sam Il) Day | 1 March |
| Children's Day | 5 May |
| Buddha's Birthday | **date varies |
| Memorial Day | 6 June |
| Liberation Day | 15 August |
| Chu-Sok Day | ***date varies |
| Armed Forces Day | 1 October**** |
| National Foundation Day | 3 October |
| Christmas Day | 25 December |
| Other holidays | Designated by ROKG |

* Last day of old lunar year and first 2 days of the new lunar year.

** 8 April of the lunar calendar.

*** 14, 15, and 16 August by the lunar calendar.

**** IAW MND directive

Note: KATUSA Soldiers are authorized to receive a 5-day pass if it spans a Korean or US holiday period that also includes a weekend or an authorized US Training Holiday. RSG will issue a special pass to KATUSA Soldiers under these circumstances.

(4) Unit commanders, due to the unit's mission, field exercises, etc., may require KATUSA Soldiers to work on Korean national holidays. If such action is warranted, the unit commander should coordinate with his unit ROKA Staff Officer in advance of the announced holiday and approve an alternate date for KATUSA Soldiers to be off-duty as compensatory time. Compensatory time will be granted as soon as possible during normal duty days after the missed holiday.

(5) KATUSA Soldiers will be treated in the same manner as U.S. Soldiers in reference to U.S. holidays.

(6) In order to treat both KATUSA Soldiers and U.S. Soldiers equitably, DA Form 6 (Duty Roster) will be strictly followed IAW AR 220-45, regardless of whether a U.S. or KATUSA Soldier performs duty on an American or Korean holiday. Duty performed on U.S. holidays will be entered as holiday duty for U.S. Soldiers and normal duty for KATUSA Soldiers. Duty performed on ROK holidays will be entered as a holiday duty for KATUSA Soldiers and as normal duty for U.S. Soldiers

unless the ROK holiday is a designated holiday by the Commanding General, Combined Forces Command/United States Forces Korea.

4-5. Official Travel Outside The Republic Of Korea

Official travel of KATUSA Soldiers and RSG Personnel outside the Republic of Korea to another country will be coordinated in advance with the ROKA Support Group. Requests for passports and visas will be submitted to the ROKA Support Group 90 days prior to the planned departure date in order to obtain ROK Government approval.

Chapter 5 Personnel Services

5-1. Army Suggestion And Incentive Awards Programs

ROKA personnel serving with the U.S. Army are encouraged to participate in the Army Suggestion and Incentive Awards Programs. The suggestion program regulation, however, prohibits all ROKA personnel from receiving monetary award payments (See AR 672-20).

5-2. Health Services

a. KATUSA Soldiers and ROKA staff/liaison personnel serving with Army in Korea will be provided medical and dental services based on current agreements, customs, and practices. Charges resulting from these services will be at the same rate as applicable to U.S. personnel.

b. Induction standards listed in AR 40-501, Chapter 2, will be followed. The unit commander will request the Commander, ROKA Support Group, to return the individuals who do not meet the established criteria to the ROKA through medical channels.

c. Medical.

(1) KATUSA Soldiers and ROKA staff/liaison personnel serving with Army in Korea will be:

(a) Provided the same level of medical care and services at all U.S. Medical Treatment Facilities as provided to U.S. Armed Forces personnel. Medical care for dependents is not authorized. Care exceeding the capabilities of the U.S. medical facilities or care, which requires long-term treatment, will be referred to the nearest ROKA treatment facility.

(b) Immunized against any communicable disease deemed necessary by the Army in Korea Surgeon. The PHS Form 731 (International Certification of Vaccination) will be prepared and issued by the medical treatment facility accomplishing the immunizations as a part of ROKA personnel in-processing.

(2) Dropped from the morning report of the unit assigned or attached with the following entry: "Evacuated to ROKA medical installation, designation unknown," when evacuated from a U.S. medical treatment facility to a ROKA medical treatment facility. Commanders of U.S. medical treatment facilities receiving or transferring ROKA personnel serving with the U.S. Army will forward admission and disposition sheets to the individuals' parent unit. Commanders of the units receiving ROKA personnel who have been evacuated or transferred through medical channels will notify the ROKA Support Group through ROKA administrative channels.

(3) If a KATUSA Soldier requires convalescence after they are treated at U.S. medical facility, convalescence leave may be permitted via coordination between the commanders of 65th MED BDE and ROKA Support Group.

d. Mental illness. KATUSA Soldiers with mental illness impair readiness in Army in Korea and they are a potential danger to themselves (suicidal) or others (homicidal).

(1) KATUSA Soldiers are subject to the procedures specified in this section when they are referred for evaluation of mental illness by a competent authority. Screening and notification procedures are as follows:

(a) The ROKA Support Group will establish a screening process at the KTA to identify those new KATUSA Soldiers who have mental illness or a predisposition for mental illness. When the KTA screening program identifies a new KATUSA Soldier with actual or suspected mental illness, the Soldier will be sent to the 121st General Hospital for a psychiatric evaluation. If the Department of Psychiatry at 121st General Hospital diagnoses a new KATUSA Soldier as mentally ill, they will notify the Commander, ROKA Support Group, through the Chief, Army in Korea, OMD TREX. This notification will include a recommendation as to the disposition of KATUSA Soldier (retention in KATUSA Soldier program or transfer to the ROKA). The Commander, ROKA Support Group, will consider the 121st General Hospital staff's recommendation when determining the disposition of a KATUSA Soldier on a case-by-case basis. The Commander, ROKA Support Group, will transfer to the ROKA all KATUSA Soldiers determined to be mentally ill IAW U.S. Army standards.

(b) KATUSA Soldiers who have graduated from KTA and who develop symptoms of mental illness while assigned to an Army in Korea unit will be referred and treated for mental illness conditions through normal Army in Korea medical channels. KATUSA Soldiers, who are presented to the 2ID Psychiatrist with symptoms of mental illness, will have their cases referred to the 121st General Hospital's Department of Psychiatry for further evaluation. The 121st General Hospital will notify the ROKA Affairs LNO, Army in Korea, OMD TREX, and the MSC S-1 to which KATUSA Soldier is assigned, of all KATUSA Soldiers referred to the 121st General Hospital's Department of Psychiatry for psychiatric evaluation, and who are diagnosed as being mentally ill or who exhibit symptoms of mental illness. The 121st General Hospital's Department of Psychiatry will provide an abbreviated medical report to the Chief, Army in Korea, OMD TREX, and MSC commander upon request. The ROKA Affairs LNO will notify the ROKA Support Group of the diagnosis.

(c) A KATUSA Soldier referred to the 121st General Hospital's Department of Psychiatry will remain in custody of the 121st General Hospital until a qualified psychiatrist recommends that he either return to duty or be dismissed from the KATUSA Soldier program. The Commander, 121st General Hospital, through the Chief, Army in Korea, OMD TREX will forward the recommendation of the psychiatrist, to the Commander, ROKA Support Group.

(d) When a KATUSA Soldier is transferred from the 121st General Hospital to a ROKA military hospital, he is considered to be under the custody of the ROKA. The ROKA Support Group will notify the ROKA Affairs LNO if the ROKA military hospital elects to permanently transfer the Soldier to the ROKA. If, after treatment, the ROKA military hospital determines the KATUSA Soldier is mentally fit for duty and elects to return the Soldier to Army in Korea, the Soldier will be transported directly to the ROKA Support Group where the Commander, ROKA Support Group, will reconsider the Soldier's final disposition.

(e) The commander of the MSC to which a KATUSA Soldier is assigned will also submit a recommendation to the Commander, ROKA Support Group (through the Chief, Army in Korea,

OMD TREX) regarding the final disposition of the KATUSA Soldier. This recommendation will be submitted with the assistance and coordination of MSC ROKA Staff Officers. Commanders will ensure that recommendations for elimination are based on mental illness and not on leadership problems. The Commander, ROKA Support Group, will examine the medical report, commander's recommendation, and any other available information regarding the KATUSA Soldier. After successful treatment for mental illness, the Commander, ROKA Support Group, will determine the disposition of the KATUSA Soldier (return to duty or release from KATUSA Soldier Program). KATUSA Soldiers determined to be mentally unfit by 121st General Hospital will be returned to the ROKA for treatment.

(f) Under no circumstances will the 121st General Hospital authorities release a KATUSA Soldier treated for mental illness, or symptoms of mental illness, back to his unit until the Commander, ROKA Support Group, has made a decision on his disposition.

(2) The criteria considered by the Commander, ROKA Support Group, for releasing a Soldier from the KATUSA Soldier program for reassignment to a ROKA command or medical facility include, but are not limited to, the following:

(a) Recovery potential of KATUSA Soldier.

(b) KATUSA Soldier's ability to contribute to Army in Korea in any capacity (change of unit or MOS is possible).

(c) KATUSA Soldier's propensity for being a danger to himself or to other Soldiers.

e. Dental. ROKA personnel serving with Army in Korea will generally be afforded the same dental care at all times as their U.S. counterparts. ROKA personnel are not entitled to continued dental treatment after ETS or after transfer to the ROKA. Treatment of dependents is not authorized.

f. Optical. ROKA personnel serving with the U.S. Army will be afforded the same optometric care as their U.S. counterparts. Dependent care is not authorized.

5-3. Inspector General

ROKA personnel assigned or attached to U.S. Army units do not require any extraordinary policies or procedures with respect to inspector general activities. ROKA personnel serving with the U.S. Army have the same rights and privileges as their U.S. counterparts. The provisions of AR 20-1 are applicable. Commanders will provide the location and related information pertaining to the right to present complaints to, and/or request assistance from, Army in Korea or ROKA inspectors general.

5-4. KATUSA Soldier Post Exchanges (PXs) and Snack Bars

a. KATUSA Soldier PXs. The ROKA HQ Special Services operates KATUSA Soldier PXs on Army in Korea installations at the request of installation commanders in coordination with IMCOM-K HQ. These KATUSA Soldier PXs are operated on a nonprofit basis, and merchandise is sold at cost. Items sold are from a standard inventory and consist mainly of snacks, beverages, toiletries, and health and comfort items. No high value or export-only goods may be sold.

(1) Installation commanders desiring to establish a KATUSA Soldier PX will submit a request to the Commander, ROKA Support Group, ATTN: EAGC-TD-ROK, APO AP 96205-5236, through their Garrison HQs and IMCOM-K HQ. The installation commander will be obligated to provide approximately 700 square feet of space in a building that has had its doors and windows

reinforced for security purposes. Additionally, water, heat, telephone, and electricity must be provided without charge. In return, ROKA HQ will be completely responsible for the day-to-day operation of the KATUSA Soldier PX, to include all administration, finances, stocking, transportation of goods, accountability, and manning IAW the jointly approved MOA between IMCOM-K HQs and RSG.

(2) Although the ROKA HQ provided operator of each KATUSA Soldier PX is responsible for maintaining the PX outlet in a sanitary and orderly condition, the installation commander must conduct monthly health and sanitation inspections to ensure standards are maintained. Additionally, the installation commander must ensure the KATUSA Soldier PX outlet is in good repair and that fire prevention and safety standards are maintained. When any of these standards or conditions are not being met, the operator will be given not more than 30 days to make corrections. If, after 30 days, standards and conditions have not been raised to the minimum acceptable level, IMCOM-K HQs will be notified in writing. The IMCOM-K HQs ICW Chief, Army in Korea, OMD TREX, will take action through the Commander, ROKA Support Group.

(3) Patronage of KATUSA Soldier PXs by USFK personnel is permitted or as established in the joint MOA.

b. KATUSA Soldier Snack Bars. KATUSA Soldier snack bars are concessions operated on Army in Korea installations under license with installation and Garrison Commanders per IMCOM-K and RSG MOA. The approved Army in Korea license that will be used throughout Army in Korea is at Appendix K. This basic license will be used but Garrison Commanders ICW IMCOM-K HQs may authorize addendums, approved by the local SJA and provided to the Army in Korea KATUSA Program Office, for the local area. The concessionaire pays a monthly fee in won for the right to operate a KATUSA Soldier snack bar. This fee includes 10% of gross monthly sales for food and beverages, W500,000 won per month, whichever is greater and 10% of the total profit for cigarettes. Garrison Commanders may establish a lower rate to ensure that an area is not deprived of the services of a KATUSA Soldier snack bar. This lower rate should be based on actual data obtained through observation or surveys of business. Garrison Commanders will establish an area KATUSA Soldier welfare fund with the money received from concessionaires to support all units within the area. Garrison Commanders may authorize the establishment of an installation level KATUSA Soldier welfare fund to support KATUSA Soldiers assigned to a specific installation.

c. Snack bars are primarily for use of KATUSA Soldiers, but the installation commander ICW Garrison Commanders, per IMCOM-K HQs MOA may authorize their use by U.S. and Korea military and by civilian personnel providing service to the KATUSA Soldier is in no way diminished.

d. Any commander of a unit with KATUSA Soldiers assigned may seek the establishment of a KATUSA Soldier snack bar in his area, but only the Garrison Commanders ICW IMCOM-K HQs can approve the establishment of a KATUSA Soldier snack bar. The unit commander will submit a request by memo through the installation commander and Garrison Commander to IMCOM-K HQs and attach a copy of the license agreement. The installation commander may recommend disapproval of the request, but must forward to IMCOM-K HQs through the Garrison Commanders. If the installation commander concurs, he must forward to IMCOM-K HQs through the Garrison Commanders. An adequate building with water, heat, electricity, and refrigeration will be provided without charge.

e. Responsibilities.

(1) Army in Korea KATUSA Soldier Program Manager, OMD TREX develops policy oversight responsibility for KATUSA Soldier snack bar operations.

(2) IMCOM-K HQs will compile monthly audit reports that are developed by each Garrison KATUSA Soldier welfare fund, and these reports will be provided by the 15th of each month and immediately prior to a change in an area KATUSA Soldier welfare fund custodian.

(3) Sponsoring unit commander. Once the Garrison commander approves the concessionaire's license to operate a KATUSA Soldier snack bar, the unit commander who sought such approval will ensure that:

(a) An SFC or above is appointed on additional duty orders to monitor the operation of the snack bar, conduct required inspections, validate sales vouchers (EA Form 656-R-E and EA Form 658-R-E) and to ensure that the concessionaire complies with all applicable Army regulations. EA Form 656-R-E and 658-R-E must be downloaded from the Army in Korea Web-site. See Appendix E.

(b) One copy of the license will be forwarded to the following: Installation Commander, Garrison Commander and IMCOM-K HQs.

(c) All KATUSA Soldiers are afforded equal access to the snack bars.

(d) The snack bar operator procures a Korean Business License prior to start of operations and that a copy of the license is attached to the license forwarded to the installation, Garrison commanders, IMCOM-K HQs and, Army in Korea, ATTN: EAGC-TD, Unit #15236, APO AP 96205-5236.

(e) The provisions of USFK Reg. 190-7 are complied with before sponsoring installation access for concessionaire personnel.

(f) All snack bar employees are issued health certificates from the local medical treatment facility prior to starting employment in the snack bar.

(g) Prices remain lower than those in the local community for the goods and services provided. The concessionaire will maintain two price lists - one for KATUSA Soldiers and one for all other patrons. Prices for KATUSA Soldiers will not exceed concessionaire's cost plus 15%. There is no set pricing for other patrons but these prices must represent a savings compared to those in the local community. The two price lists will be conspicuously posted within the snack bar.

(h) Periodic unannounced inspections of the facilities are conducted at least monthly to ensure they are in good repair and that fire prevention and safety standards are maintained. In this regard, the sponsoring commander will assist the concessionaire in maintaining the facilities as much as possible through self-help (e.g., painting the interior, effecting minor repairs where possible, etc.). The sponsoring commander will validate, request, and ensure all DPW work-order repairs for the snack bar facility are completed in a timely manner. The checklist at Tab 1, Appendix K will be used for these inspections. A copy of the inspection will be provided to the snack bar concessionaire, the sponsoring unit, the installation commander, Garrison commander and IMCOM-K HQs. The concessionaire will be given not more than 30 days to make corrections. If standards and conditions have not been raised to the minimum acceptable level by the end of the 30-day period, the license will be terminated.

(i) Medical personnel conduct monthly health and sanitation inspections to ensure health standards are being met. When any of these standards or conditions are not being met, the concessionaire will be given not more than 30 days to make corrections. If standards and conditions

have not been raised to the minimum acceptable level by the end of the 30-day period, the license will be terminated. A copy of this inspection will be provided to the snack bar concessionaire, the sponsoring unit, the installation commander, and Commander, Garrison.

(j) The concessionaire utilizes a cash register to record all sales. A sign will be posted conspicuously in each snack bar stating that each customer must receive a cash register sales slip. The sign will read: "The customer must receive a cash register sales slip. If a customer does not receive a sales slip, the customer must report this to the sponsoring unit on HQ EA FL 7053-R (KATUSA Soldier Snack Bar Sales Discrepancy Report), and he will receive a W5,000 reward from the Installation Commander in the area in which the snack bar operates. (See figure 5-1). This reward money is paid by KATUSA Soldiers Welfare Fund." The sign must also include the address of the sponsoring unit and POC information. The sponsoring unit will investigate the incident and determine if payment to the customer is warranted. If payment is warranted, the sponsoring unit will have the concessionaire pay the reward to the customer.

(k) The concessionaire deposits monthly proceeds into the established bank account and provides the installation or area KATUSA Soldier Welfare Fund account manager the original deposit receipt and EA Form 658-R-E not later than the 5th of the month for the preceding month.

(l) The concessionaire does not operate any unauthorized business within the snack bar facility or use any of the facility for personal reasons. The area commander may authorize the operator to provide additional services. These services are limited to the services stated below and must be approved by the Garrison commander and per IMCOM-K and RSG MOA. The scope of the services and required fees will be stated in addendums attached to the basic license.

(i) Game machines that are allowed includes; public telephones, electronic, video, dance, and karaoke machines. Gambling machines of any kind are not allowed.

(ii) Korean Public Telephone card sales.

(iii) Korean Cigarette sales.

(m) The concessionaire does not offer any free services to DOD or ROKA personnel.

(n) If the sale of alcoholic beverages is approved by the Garrison commander and per IMCOM-K and RSG MOA, the concessionaire complies with the requirements of the license agreement, local laws and applicable Army regulations. Will also ensure that the concessionaire requires positive proof of age before serving alcoholic beverages.

(4) Installation Commander will ensure that:

(a) The Garrison commander approves the license before allowing any operations to commence.

(b) The concessionaire is provided a building that includes electricity, heat, hot and cold water, cooking facilities, and refrigeration. The building and equipment provided the concessionaire must be in good repair. The installation commander will ensure adequate DPW support is provided. The building must meet the following requirements:

(i) All vent pipes and exhaust hood vapor removal ducts will be installed in double metal ventilating thimbles where they pass through combustible walls and partitions.

EAGC-TD

Date: _____

MEMORANDUM THRU _____
(Sponsoring Unit Address)

FOR Army in Korea KATUSA Soldier Program Manager, HQ, Army in Korea, ATTN: EAGC-TD,
APO AP 96205-5236

SUBJECT: KATUSA Soldier Snack Bar Sales Discrepancy Report

1. I consumed a meal in the identified KATUSA Soldier Snack Bar on the date indicated and did not receive a sales receipt or sign EA Form 656-R-E (KATUSA Soldier Snack Bar Daily Sales Voucher).

Snack Bar Building #: _____
Installation: _____
Snack Bar Manager: _____
Date: _____
Time: _____
Cost of meal: _____

2. The following witness can verify the facts.

Name: _____
Unit/Org: _____
Tele #: _____

(Signature of customer)

(Printed name)

(Unit/Org)

(Phone #)

HQ EA FL 7053-E, 1 JAN 99

(Complete information, fold, tape or staple, and mail.)

MPS

(NAME)

(UNIT)

(APO)

COMMANDER

(SPONSORING UNIT)

(APO)

Figure 5-1. KATUSA Soldier Snack Bar Sales Discrepancy Report

(ii) All heat and grease pipe sections will be fastened at the joints with sheet metal screws, rivets, or draw bolts.

(iii) All cooking ranges, ovens, and water heaters will be installed on masonry floors.

(iv) All interior walls and ceiling surfaces will be made of non-combustible materials or treated with fire-retardant treatment.

(v) All electrical equipment, fixture, and appliances will conform to the National Electrical Code standards.

(c) The sponsoring unit complies with the provisions of USFK Reg. 190-7 before sponsoring installation access for concessionaire personnel.

(d) The sponsoring unit and snack bar facility are inspected at least quarterly to ensure compliance with all applicable fire prevention, safety, health, post access regulations and Army in Korea Reg. 600-2.

(5) Garrison commanders. The Garrison commander will ensure that:

(a) Each concession license is assigned a license number and a copy of the license is maintained with the KATUSA Soldier Welfare Fund custodian. The license number will consist of an area identifier followed by a sequential serial number followed by a year identifier (i.e. A1-001-06 – indicates the first contract in Area I for 2006). A copy of the approved license will be forwarded to IMCOM-K HQs.

(b) An area KATUSA Soldier Welfare Fund custodian in the grade of SFC/GS-7 is appointed in writing to supervise and manage the collection and disbursement of funds IAW this regulation. The area commander may authorize subordinate installations to operate a KATUSA Soldier Welfare Fund. If this is the case, the Garrison commander will ensure that the subordinate fund custodian complies with all regulatory requirements.

(c) The KATUSA Soldier Welfare Fund custodian is informed of all KATUSA Soldier snack bar operations within his area.

(d) All sponsoring units and snack bar concessionaires are informed of the location and operating hours of the KATUSA Soldier Welfare Fund custodian.

(e) The Commander, Garrison, will report to Army in Korea, ATTN: EAGC-TD, immediately upon notification when a sponsoring unit and snack bar concessionaire fail to deposit monthly proceeds by the 5th of the month for the proceeding month.

(f) An audit of any installation KATUSA Soldier Welfare Funds is conducted at least monthly or immediately prior to a change in fund custodian to ensure compliance with concessionaire's licenses and this regulation.

f. ROKA Staff Officers and ROKA Staff NCOs may inspect operations and sanitary conditions of the snack bars and if operations or sanitary conditions are not to standard, they will notify the sponsoring unit commander. The sponsoring commander will initiate corrective actions.

g. A sign in English and Korean (Hangul) will be conspicuously posted in each snack bar to remind patrons of the fact that their patronage contributes to the KATUSA Soldier Welfare Fund.

The sign will include the following phrase: ***“The KATUSA Soldier snack bar is a facility for the welfare of KATUSA Soldiers. KATUSA Soldiers have first priority in its usage. Some portion of the profits from snack bar operations is used for the welfare of KATUSA Soldiers.”***

h. The sponsoring unit commander, installation commander, and snack bar operator will sign the license. The senior ROKA Staff Officer/NCO on the installation will also sign the license as a witness. The area commander is the final approving authority and will issue the license number. The license, price lists, Korean business license, Won/Dollar exchange rate, and employee health certificates will be conspicuously posted in each snack bar.

i. Game machines provided for entertainment are allowed, but slot machines or any types of gambling machines are prohibited. Alcoholic beverages may be sold during hours established and approved within the license.

j. Credit sales are not authorized for any reason.

5-5. AAFES Facilities In Korea

ROKA personnel and KATUSA Soldiers are not authorized access to Post Exchanges. As a non-appropriated fund (NAF) instrumentality, AAFES facilities are authorized to establish won accounts. When an AAFES facility has an established Korean won account, ROKA personnel serving with the U.S. Army may use that facility, subject to the restrictions in paragraphs 5-5a and 5-5b.

a. Motion picture theaters.

(1) IAW AR 60-20, para. 2-11, ROKA Staff Officers/NCOs assigned to or attached to Army in Korea may attend any AAFES motion picture theater on any U.S. Forces installation in Korea, but their use will not restrict the use of the theater by authorized U.S. patrons. ROKA Staff Officers/NCOs must purchase tickets for the regular price, for themselves and any guest they escort, and they may immediately enter the theater.

(2) KATUSA Soldiers may attend the AAFES motion picture theater free of charge.

(3) If desired, a KATUSA Soldier may purchase a ticket, in Korean currency, for any guests but the use of the theater by guests will not restrict the use of the theater by authorized military patrons IAW AR 60-20, para. 2-11. The regular price will be charged for the tickets. The guests must enter the theater at the same time as the KATUSA Soldier.

(4) Other authorized AAFES movie theater patrons, as specified by AR 60-20 and USFK policy, may escort a KATUSA Soldier and/or KATUSA Soldier's guest to a movie as his/her guest(s). In this case, the authorized patron will purchase the ticket(s) for the KATUSA Soldier's guest in U.S. currency. The KATUSA Soldier and/or the KATUSA Soldier's guest may then enter the theater immediately.

b. AAFES food outlets. ROKA personnel serving with the U.S. Army may use AAFES snack bars providing payment is made in Korean currency.

c. Barber shops. ROKA Staff Officers and NCOs may use AAFES barbershops provided payment is made in Korean currency.

5-6. Recreation Services

ROKA personnel serving with the U.S. Army may use the following recreation facilities in the same manner as U.S. personnel unless otherwise indicated:

a. Arts and Crafts. No purchase of duty-free goods may be made from the resale facility. ROKA Staff/LNOs and NCOs will pay user fees in won.

b. Libraries.

c. Music/Theater. ROKA Staff/LNOs and NCOs will pay user fees in won.

d. Sports. ROKA Staff/LNOs and NCOs will pay user fees at the equivalent cost for a US Soldier of the same grade or rank. KATUSA Soldiers are required to pay user fees in won for bowling. ROKA Staff/LNOs, NCOs, and KATUSA Soldiers are allowed to use golf facilities per IMCOM-K HQs' fair use policy.

e. ROKA personnel use of recreational facilities will not inhibit authorized patrons from using the facilities.

f. Purchases will be limited to items for on-premises consumption only. Duty free items may not be purchased.

5-7. Religious Services

Existing religious activities and services are available to ROKA personnel serving with the U.S. Army.

5-8. Safety Program

ROKA personnel serving with the U.S. Army will be included in their units' overall safety programs. All ROKA personnel (ROKA Officers, NCOs, and KATUSA Soldiers) will undergo the same safety training as U.S. Army personnel.

5-9. Open Mess, Nonappropriated Fund (NAF) Activities, And KATUSA Soldier Welfare Funds

a. Open Messes. ROKA personnel serving with the U.S. Army are authorized to use the open mess nearest their unit of assignment or attachment as associate members IAW AR 215-1. Payment for goods and services must be made in Korean currency, and the purchase of food and/or beverages is limited to on-premises consumption only.

b. NAF activities. Non-appropriated U.S. Military Welfare Funds may not be expended solely for the benefit of ROKA personnel. Units are allocated MWR funds based on their total U.S. and KATUSA Soldier population. The KATUSA Soldier Welfare Fund (sub para. 5-9c) is intended for the sole benefit of KATUSA Soldier personnel. The basic intent is that neither KATUSA Soldiers nor U.S. military personnel are denied the use of recreational supplies procured from such NAF. Similarly, prizes (such as movie tickets, plaques, snack bar chits, hobby kits) purchased with NAF may be awarded to KATUSA Soldier personnel so long as they are not controlled items and their possession does not violate any SOFA provision.

c. KATUSA Soldier Welfare Fund. Area commanders will establish a consolidated KATUSA Soldier Welfare Fund with proceeds received from KATUSA Snack Bar operations in their area to support all KATUSA Soldiers in the area. If the area commander has authorized installation KATUSA Soldier welfare funds, the installation will establish an installation consolidated fund to support all KATUSA Soldiers on the installation. Area commanders must ensure that all units with KATUSA Soldiers assigned have equal access to the KATUSA Soldier Welfare Fund.

(1) Funds management. In the unit, a U.S. Army officer or senior NCO (E7 or above) will be appointed in writing as the funds custodian and will be responsible for its administration. A KATUSA Soldier will be appointed as assistant custodian to assist the custodian in the administration of the funds. The custodian will disburse the funds according to the desires of KATUSA Soldiers in the unit and with the approval of the commander. When the custodian is absent due to leave, hospitalization, etc., a temporary custodian will be appointed in his absence. The custodian will keep the commander informed on the funds status monthly.

(2) DA Form 2107 (Non-appropriated Fund Receipt and Disbursement Voucher) will be used to record all KATUSA Soldier Welfare Fund transactions. All supporting documents will be translated into English and attached to the monthly ledger sheets.

d. Allocation of KATUSA Soldier Welfare Funds. KATUSA Soldier Welfare Funds will be allocated according to the following schedule. KATUSA Soldier Welfare Funds annual usage goal is 100% of funds.

(1) KATUSA\U.S. Soldier Friendship Week - 25% Annually. Each month, 25% of received funds will be held at the area or installation level in an interest bearing account. These funds will be used to help finance the annual KATUSA\U.S. Soldier Friendship Week. Unit commanders may authorize the expenditure of additional KATUSA welfare funds to support this event. This paragraph does not prohibit units from using regular unit fund money to support KATUSA\U.S. Soldier Friendship Week events in which U.S. and KATUSA Soldiers are allowed to participate.

(2) KATUSA Soldier Welfare Support Program - 75% Annually. Monthly, the area or installation KATUSA Soldier Welfare Fund Manager will distribute 75% of the monthly income of the KATUSA Soldier Welfare Fund to supported unit accounts. This distribution of funds is based on KATUSA Soldier population within the area or installation area. The amount distributed to each unit account will be computed in the following manner:

(a) The number of KATUSA Soldiers in the area or installation will be totaled.

(b) The total welfare fund money received for the month will be divided by the total number of KATUSA Soldiers from paragraph (a) above. This is the amount distributed for each KATUSA Soldier.

(c) The number of KATUSA Soldiers in each unit will be multiplied by the amount from paragraph (b) above. This is the amount to be credited that month to the KATUSA welfare fund account of the unit.

For example:

- 1. The total number of KATUSA Soldiers on Camp X-ray is 100.*
- 2. The total KATUSA Welfare Fund money received from KATUSA Snack Bar operations after 25% has been set aside is W3,000,000. The amount per KATUSA Soldier on Camp X-ray is W30,000 (W3,000,000 / 100 KATUSAs).*
- 3. The amount credited to the KATUSA Welfare Fund account for the 2nd Boot Repair Company that has 15 KATUSA Soldiers assigned is W450,000 (W30,000 * 15).*

e. Responsibilities.

(1) Unit Commanders.

(a) Provide the area or local installation KATUSA Soldier Welfare Fund custodian a copy of assumption of command orders and signature cards.

(b) Unit commanders will notify their supporting KATUSA Soldier Welfare Fund Custodian of the number of KATUSA Soldiers assigned by the 5th of each month via memorandum.

(c) Approve all requests for procurement (see Figure 5-2). Ensure that the funds are utilized on an equitable basis.

EANC-HHC
2010

24 August

MEMORANDUM FOR KATUSA Soldier Welfare Fund Custodian, Area II Support Activity,
APO AP 96205

SUBJECT: Request for Expenditure of KATUSA Soldier Welfare Funds for **ACC #: A1-001**

1. I request that \$25.00 be made available from the KATUSA Soldier Welfare Fund to purchase a set of English language study material for use by KATUSA Soldiers within this unit.
2. I will ensure that the original copy of the receipt and required English translation along with any excess money will be returned by COB the next business day. Also, I will ensure that any tangible property purchased is laterally transferred to my unit fund property within 30 days.
3. POC, CPT Smith, 723-1311.

JOHN P. SMITH
CPT, TC
Commanding

Figure 5-2. Request for Expenditure of KATUSA Soldier Welfare Funds

(d) Conduct a physical inventory of all controlled non-expendable property and fixed assets purchased with KATUSA welfare funds upon assumption of command.

(e) Maintain a file of all funds actions.

(2) Garrison Commander.

(a) The Garrison commander will appoint in writing an SFC/GS-7 or above as the KATUSA Soldier Welfare Fund Custodian. The Garrison commander may appoint local installation KATUSA Soldier Welfare Fund Custodians.

(b) The Garrison Commander will approve all KATUSA Soldier Snack Bar concession licenses and assign each license a license number. The license number will consist of an area identifier followed by a sequential serial number followed by a year identifier (i.e. A1-001-97). A copy of the license with license number will be provided the Cdr, Army in Korea, ATTN: EAGC-TD and the area KATUSA Soldier Welfare Fund custodian.

(c) If a local installation KATUSA Soldier welfare fund is authorized, appoint a disinterested officer or NCO in the grade of SFC/GS-7 or above to conduct a financial audit at least annually or immediately prior to a change in the local installation fund custodian.

(3) Area KATUSA Soldier Welfare Fund Custodian or Local Installation KATUSA Soldier Welfare Fund Custodian. This person will --

(a) Establish an interest bearing account with a local Korean banking facility to maintain KATUSA Soldier welfare funds.

(b) Receive proceeds from all area or local installation KATUSA Soldier Snack Bar concessions by the 5th working day of the month and ensure that all funds are deposited by the 10th of the month. Provide IMCOM-K HQs a record of all monthly deposits by the 10th of the month (see figure 5-3).

EANC-SA

25 March 20xx

MEMORANDUM FOR Army in Korea KATUSA Soldier Program, HQ, Army in Korea, ATTN: EAGC-TD, APO AP 96205-5236

SUBJECT: Report of KATUSA Soldier Welfare Fund Monthly Deposits for **AREA II, MARCH 20xx**

1. The following is a record of deposits into the Army in Korea KATUSA Soldier Welfare Fund for **AREA II** for **MARCH** 20xx.

| <u>SPONSORING UNIT</u> | <u>LICENSE #</u> | <u>MONTHLY DEPOSIT</u> |
|------------------------|------------------|------------------------|
| HHC, Army in Korea | A2-001-96 | W1,200,000 |
| 121st GEN HOSP | A2-002-96 | 1,750,000 |
| A Co, 524th MI | A2-003-96 | 1,125,000 |
| 25th Trans | A2-004-96 | 800,000 |
| (etc) | | |
| TOTAL: | | W4,875,000 |

2. POC, Mr. Lewis, 738-9311.

DANIEL D. LEWIS
GS-9
Area II Support Activity KATUSA Soldier
Welfare Fund Custodian

Figure 5-3. Report of KATUSA Soldier Welfare Fund Monthly Deposits

(c) Maintain 25% of monthly receipts in an interest bearing account to be utilized during KATUSA/U.S. Soldier Friendship Week.

(d) Distribute 75% of monthly receipts to supported unit's accounts based on KATUSA Soldier population. This money will be maintained in the same interest bearing account as the money designated to support the KATUSA Soldier week but allocated to units.

(e) Establish an account number for each unit supported by the area or local installation fund. The account number will consist of an area identifier (i.e. A1) followed by a sequential serial number (i.e. A1-001). The unit account number will appear on all transactions with the fund. A listing of all accounts will be provided to IMCOM-K HQs and Army in Korea, OMD TREX, ATTN: EAGC-TD, APO AP 96205-5236.

(f) Process all unit procurement requests and maintain a balance sheet for each unit account. A document number will be placed on each procurement request. This document number will consist of the unit account number, the Julian date the request was processed, and a serial number (i.e. A1-001-7315-01). Verify the current unit commander has approved the request.

(g) Maintain an account ledger for each supported unit. This ledger will reflect all transaction against the account (deposits, disbursements, returns, etc). This account ledger may be maintained with a computer program such as Excel.

(h) Provide the unit commander with a monthly balance statement by the 25th of each month (see Figure 5-4).

EANC-SA

25 March 20xx

MEMORANDUM FOR Commander, HHC, Garrison, APO AP 96205

SUBJECT: KATUSA Soldier Welfare Fund Transaction and Balance Report for **MARCH 20xx**

1. The following is a listing of all actions recorded against your unit KATUSA Soldier Welfare Fund as of **15 MARCH** 20xx.

| <u>DATE</u> | <u>ACTIVITY</u> | <u>CREDIT</u> | <u>DEBIT</u> | <u>BALANCE</u> |
|-------------|------------------------|---------------|--------------|----------------|
| 16 FEB 96 | PREVIOUS MONTHS BAL | | | \$153.16 |
| 29 FEB 96 | NEWSPAPER SUBSCRIPTION | | \$15.00 | 138.16 |
| 5 MAR 96 | RETURN EXCESS CASH | \$2.15 | | 140.31 |
| 15 MAR 96 | MONTHLY DISTRIBUTION | 45.00 | | \$185.31 |

2. POC, Mr. Lewis, 738-9311.

DANIEL D. LEWIS

GS-9

Area II Support Activity KATUSA Soldier
Welfare Fund Custodian

Figure 5-4. KATUSA Soldier Welfare Fund Transaction and Balance Report

(i) Maintain on file the names and signatures of all supported unit commanders for verification of procurement requests.

f. Use of KATUSA Soldier Welfare Funds. KATUSA Soldier Welfare Funds may be used for purchases such as Korean language newspapers, magazines, books, unit-wide educational

subsidies (e.g. English classes, Tae-kwon-do) and to fund welcome/farewell parties. They may be used to enhance sporting activities and to finance awards in various contests. KATUSA Soldier Welfare Funds are for the exclusive benefits of KATUSA Soldiers. The U.S. unit commander will determine if recommended expenditures of KATUSA Soldier welfare funds contribute to the welfare of KATUSA Soldiers in his unit, and he will be the final approval authority on all expenditures.

g. Funding.

(1) Moneys for the fund are derived solely from fees paid by KATUSA Soldier snack bar concessionaires.

(2) This fee includes 10% of gross monthly sales for food and beverages, W500,000 won per month, whichever is greater and 10% of the total profit for cigarettes.

h. Fund procedures.

(1) Unit commanders will approve and submit requests for the use of KATUSA Soldier Welfare Funds to the area or local installation KATUSA Soldier welfare fund custodian (see figure 5-2).

(2) The fund custodian will record the request and issue a check or cash to cover the request.

(3) The unit will make the purchase and return any excess money and original receipts to the fund custodian by close of business the next business day. All supporting documents and receipts will be translated into English and attached to the monthly ledger sheets.

(4) The fund custodian will accept excess money and receipts and close the register on the action. If tangible property is purchased with KATUSA Soldier welfare funds, the fund custodian will prepare a temporary hand receipt and suspense the receipt for 30 days. The unit commander will have the tangible property laterally transferred to his unit fund property within the 30-day period. After the lateral transfer, the temporary hand receipt will be destroyed.

(5) Funds in unit accounts at the end of a fiscal year will remain in the account and be allowed to accumulate.

(6) If a unit is disbanded, the funds in its account will be divided among the remaining accounts based on KATUSA Soldier population.

(7) Interest earned on accounts will be added to the money set aside to support the annual KATUSA\U.S. Soldier Friendship Week.

i. Record keeping and files maintenance.

(1) The KATUSA Soldier Welfare Fund reference file is maintained by fiscal year and will be destroyed after 3 years. The current year reference file should be kept on record for audit and inspection purposes.

(2) All transactions, records, and files will be written in English. Any Korean documentation will be translated into English for verification of authorized expenditures and receipts.

(3) The reference file will contain the following, as a minimum:

(a) Copies of all KATUSA Soldier Snack Bar licenses (area or local installation fund custodian).

(b) Copies of all EA Forms 656-R-E and 658-R-E.

(c) Copies of all disinterested officer inspections and corrective actions taken (if applicable).

(d) Monthly transaction records with substantiating documents (receipts and disbursements).

j. Inspections. Inspectors designated by the area commander will inspect KATUSA Soldier Welfare Funds at least quarterly. Assistance visits may be accomplished by appropriate agencies upon request.

5-10. Postal Services

ROKA personnel with the U.S. Army are entitled to receive limited postal services by Army Post Office (APO) channels. Such services do not constitute APO privileges, and support is limited to the military postal system. Mail will not be introduced into the U.S. postal system pursuant to Army in Korea Reg. 600-2. The following discussion is limited to that mail generated from and/or destined for an address that has been processed or will process through the ROK postal system.

a. Incoming mail.

(1) ROKA personnel serving with the U.S. Army may receive mail at their military address, providing it is properly addressed (i.e., rank, name, serial number, complete unit designation, and APO). Such mail will move through the ROK mail system to Seoul, where it will be turned over to Army postal authorities at the 19th AG Detachment (Postal), APO AP 96205-0612, which has been designated the postal concentration point for exchange of international mail. Army postal authorities at 19th AG Detachment will sort and tie ROKA personnel mail separately by APO. A label designating the servicing APO will be affixed to the bundle, which will thereafter travel via Army postal channels like other mail.

(2) Commanders operating unit mailrooms must designate primary and alternate KATUSA Soldier mail representatives in writing. These representatives serve as the liaison point for all mail and postal matters for ROKA personnel in the unit, to include delivery of incoming mail and the pickup of outgoing mail.

b. Outgoing mail.

(1) Only letter mail may be mailed at the APO. It must reflect the proper return address (i.e., rank, name, serial number, complete unit designation, and APO number).

(2) All ROKA personnel are entitled to free letter-mailing privileges. The same privileges extend to ROKA personnel serving with the U.S. Army. Such personnel need not affix postage; the primary or alternate KATUSA Soldier mail representative will stamp the outgoing mail "MILITARY MAIL" where a postage stamp would otherwise appear. All other ROKA personnel must affix applicable Korean postage.

(3) Primary or alternate KATUSA Soldier mail representatives will collect all outgoing mail from ROKA personnel and turn all such mail over to the U.S. Army Unit Mail Clerk for delivery to the

servicing APO. Mail bearing a civilian address, or a ROK military address not serviced by an APO, will be returned through APO AP 96205-5236, where it is turned over to ROK postal authorities for delivery.

c. Undeliverable mail. Every effort will be made to deliver appropriately addressed mail. When mail cannot be delivered, for whatever reason, the primary or alternate KATUSA Soldier mail representative will endorse it indicating the reason for non-delivery and re-addressed to the Adjutant General, HQ ROKA, for appropriate service. Such mail will be returned to the U.S. Army Unit Mail Clerk, who will deliver it to the servicing APO for forwarding to APO AP 96205-0612. Mail will then be entered into the International Exchange System that will process the mail into the ROK mail channel.

d. Unauthorized mail. Unauthorized mail received in APO channels for ROKA personnel will be returned IAW DOD 4525.6-M, Volume II.

5-11. Security Clearances

a. Commanders desiring secret security clearances for KATUSA Soldiers will submit written requests by memorandum to their unit ROKA Staff Officer/NCO. Requests will provide justification for desired clearances. The ROKA Staff Officer/NCO will assist the KATUSA Soldier in completing all required ROKA paperwork and forward the request to ROKA Support Group where requests for secret clearances can be processed and approved. The processing period for a secret clearance is approximately 2 weeks. A sample memorandum is shown at Figure 5-5.

Note: Remember, ROKA personnel and KATUSA Soldiers, with appropriate security clearances, can only have access to classified information that contains the markings of RELROK or ROKUS.

b. Access to Special Intelligence (SI)/Sensitive Compartmented Information (SCI) can also be granted to KATUSA Soldiers in exceptional cases. Commanders desiring such clearance for KATUSA Soldiers will submit a request justifying the KATUSA Soldier's need-to-know through the ROKA Staff Officer/NCO to the Commander, ROKA Support Group. The request must contain two ID photographs, the KATUSA Soldier's name/rank/ROKA service number/date of birth/place (province) of birth/current ROKA security clearance/ETS. The ROKA Support Group forwards SI/SCI clearance requests to the Ministry of National Defense for final approval. This process requires at least 3 months. **SI/SCI-indoctrinated KATUSA Soldiers are authorized access only to that information specified as being Releasable to the ROK (RELROK) or Republic of Korea/United States (ROKUS).**

MEMORANDUM THRU ROKA Staff Officer, 2d Infantry Division, APO AP 96258-0289

FOR Commander, ROKA Support Group, Army in Korea, APO AP 96205-5236

SUBJECT: Request for Security Clearance, RE: PVT KIM, Dori, KAxx-12333455

1. Request a SECRET security clearance be given for the below identified individual.
 - a. NAME: KIM, Dori
 - b. RANK: PVT
 - c. ROKA Service #: KA94-12345
 - d. DOB: 710504
 - e. POB: Kyeonggi do, Kapyong gun, Misa-ri
 - f. ETS: 960915
 - g. Current ROKA Clearance: NONE
 - h. Level of Clearance: SECRET
 - i. Type of Access: Routine
 - j. Justification: PVT Kim works in the Division Translation Section where he must work with classified material in the performance of his duties. He translates Division and Corps OPODS and plans into Korean and English. The material he will have access to does not exceed SECRET ROKUS or SECRET RELROK.
2. POC, MAJ Mark L. Hardrock, 732-7878.

WILLIAM A. SMITH
CPT, IN
Commanding

Figure 5-5. Request for Security Clearance

5-12. Unit Fund Councils and Activities

KATUSA Soldiers will be represented in the membership of unit fund councils and will attend all council meetings. Unit fund dividends are paid for assigned KATUSA Soldiers.

5-13. Wear Of Athletic or Civilian Clothing

a. ROKA Staff/LNOs, ROKA Staff NCOs, and KATUSA Soldiers may wear athletic or civilian clothing, as appropriate, IAW the current CofS, ROKA directives.

b. KATUSA Soldiers may wear athletic or civilian clothing within the following constraints:

- (1) Civilian clothing may be worn after normal duty hours.
- (2) Civilian and military clothing will not be mixed. For example, the gortex jacket or poncho will not be worn with civilian clothing.
- (3) Civilian clothing worn in theaters, clubs, recreation centers, etc., will conform to the standards applicable to other male personnel. In NCO/EM clubs, KATUSA Soldiers must comply with the dress requirements of the club.
- (4) Athletic clothing -- The same as U.S. Soldiers.

5-14. KATUSA Soldier Casualty Reporting And Disposition Of Remains (Peacetime)

a. When casualties occur to KATUSA Soldiers or ROKA Staff Officers/NCOs assigned to a U.S. Army organization, a casualty report must be initiated immediately by the chain of command and forwarded to the ROKA HQ through ROKA Support Group command channels and through area casualty commands to Army in Korea G1 Casualty Operation Center (COC).

(1) In accordance with Eighty Army Supplement 1 to AR 600-8-1, all casualties involving KATUSA Soldiers will be reported immediately to the ROKA Support Group (Yongsan 725-3181/4240) staff 24 hours a day and 7 days a week and to the Army in Korea G1 (COC) (Yongsan 724-8307/8372). The Army in Korea G1 (COC) is staffed 24 hours a day, 7 days a week.

(2) The Army in Korea G1 (COC) will in-turn notify the following:

- (a) The Army in Korea G1
- (b) The ROKA Support Group Admin Officer (Yongsan 725-3181/4240).
- (c) Prepare a Memorandum of Notification to the Chief of Staff, Army in Korea.

(3) The casualty report submitted through the ROKA Support Group channels to the Commander, ROKA Support Group, ATTN: EAGC-TD-ROK, APO AP 96205-0089, must contain as a minimum, name, grade, serial number, address, name of next of kin, and a summary of events leading to the death, serious injury, or illness. The ROKA Staff Officer of the KATUSA Soldier's assigned unit should assist in the preparation of this report to ensure that data submitted is sufficient to meet current requirements of ROKA Reg. 142.

(4) A copy of this casualty report in English will also be delivered as soon as possible to the ROKA Affairs Liaison Office, Army in Korea, OMD TREX (Yongsan 723-9311/3296).

b. A DD Form 2064 (Certificate of Death (Overseas)) authenticated by a U.S. medical officer will be prepared in original and six copies and submitted to the ROKA Staff Officer of the unit to which the KATUSA Soldier is assigned. Six copies of a typed memorandum reporting the circumstances of death and two copies of the list of personnel effects (authenticated by the unit's senior ROKA

Staff Officer) will be prepared in Korean and forwarded to the Commander, ROKA Support Group, ATTN: EAGC-TD-ROK, APO AP 96205-0089, along with the decedent's personnel records. The unit commander, with the assistance of the unit ROKA Staff Officer, will ensure the decedent's next of kin are notified and provided copies of the death certificate and other documents required by ROKA regulations.

c. A summary court officer (SCO) will be appointed upon notification of death to handle disposition of the deceased KATUSA Soldier's personnel effects. To ensure that all the deceased's personal articles are inventoried and accounted for, the SCO will coordinate all pertinent actions with the unit ROKA Staff Officer. The SCO will receipt the personal effects over to the senior ROKA Staff Officer who will forward the belongings to the next of kin IAW ROKA regulations.

d. Notification of next of kin will be made in person. This requirement must be coordinated with ROKA Support Group to ensure that multiple notifications, with resulting stress, are avoided. If ROKA officials make notification in person, a U.S. Army representative in the same grade and familiar with the deceased KATUSA Soldier and assigned to the same unit will accompany the ROKA official. Prior to making notification to the next of kin, the unit representative should consult the 8th PERSCOM (COC) for guidance.

(1) Although the U.S. Government is not liable for benefits or assistance to KATUSA Soldier family survivors, USFK Reg. 526-11 authorizes solatium payments to families and survivors of KATUSA Soldiers seriously injured or killed in the line of duty. Serious injury is defined as an injury that is likely to result in permanent disability or hospitalization in excess of 72 hours, unless the hospitalization is solely for observation. Commanders should ensure that unit ROKA Staff Officers arrange for funeral pay for the next of kin through ROKA channels.

(2) The commander will prepare a Letter of Sympathy/Condolence to the next of kin within 24 hours of the date of the casualty, using letterhead stationery. The letter will be typed in English and Korean (Hangul) and hand-carried to the ROKA Support Group within 72 hours after confirmation and notification of the next of kin. The Eighth US Army G1 (COC) will review all letters, in order to protect the interests of the U.S. Government, prior to being dated and dispatched by the ROKA Support Group.

(3) Collection of donations from unit members and/or co-workers is accepted and considered an appropriate token of sympathy. The unit commander should coordinate with the unit ROKA Staff Officer to determine the most appropriate time and location to offer the donation to the next of kin.

(4) Individual donations should be consolidated and presented as a group donation.

e. Upon receipt of a death report of KATUSA Soldiers from subordinate commands, the ROKA Support Group (EAGC-TD-ROK) will prepare a summarized death report IAW ROKA Reg. 142 and forward it to HQ ROKA.

f. The remains of deceased KATUSA Soldiers, when released by medical and/or law enforcement authorities, will be transferred to the nearest U.S. Army mortuary or collection point for limited preparation and held until delivery is requested by ROKA authorities or their designated representative.

g. The unit commander of the deceased is responsible for providing, from among the personal effects, a cleaned, pressed uniform with all rank, insignia, etc., a T-shirt, under-shorts, and a pair of black socks suitable for burial or cremation.

h. When the cause, place, date, or circumstances of the death of a KATUSA Soldier are not known, an investigation will be conducted to insure that all these details are established.

(1) For deaths occurring on a military installation when the complete details of the death are not known, the commander of the installation at which the deceased KATUSA Soldier is found will, as quickly as possible after the discovery of the death, appoint an investigating officer to conduct an investigation. The officer appointed to conduct the investigation will be a field grade officer.

(2) When a KATUSA Soldier dies under unusual circumstances while away from a military installation, the deceased KATUSA Soldier's commander or the commander responsible for submitting the casualty report will request that the appropriate ROK authorities conduct an investigation to determine the facts surrounding the KATUSA Soldier's death. The request for an investigation by ROK authorities will be submitted through SJA and ROKA Staff Officer channels.

(3) The investigating officer will make his/her conclusions on the basis of the evidence presented by law enforcement agencies (military and civilian) and from the questioning of witnesses, including the medical officer or the civilian physician who examined the remains. The testimony of each witness will be placed in writing, subscribed to under oath in the case of U.S. military personnel, and appended to the investigation.

(4) If an autopsy is necessary to ascertain the exact cause and time of death, the Investigating Officer will immediately notify the appointing authority and appropriate ROK Army authority so that arrangements can be made to perform the autopsy. The autopsy will normally be performed by a ROK Army medical officer at a ROK facility, however, in an appropriate case, U.S. and ROK authorities may agree to perform the autopsy jointly at a facility agreed upon by both authorities.

i. In the event a KATUSA Soldier dies under circumstances clearly not associated with his duties or by accident, such as suicide or homicide, a KATUSA Crisis Action Team may be convened or alerted by the CofS, Army in Korea. The KATUSA Crisis Action Team will consist of the following commanders and staff: CofS, Army in Korea, OSD G1, PAO, SJA, PMO, Chief, Army in Korea, OMD TREX, Cdr, Eighth US Army OSD G1, Cdr, 65TH MED BDE, Special Advisor to Cdr, USFK, U.S. SOFA Secretary and the KATUSA Program Manager.

j. When desired by the next of kin, the unit will conduct a memorial service IAW the unit's SOP for memorial services. The unit commander will discuss the location and procedures of the service with the ROKA Support Group and the next of kin prior to the arrangement of the service. When the next of kin does not desire unit memorial services, the ROKA will provide the services IAW ROKA regulations.

(1) Attendance at the funeral service and/or gravesite by unit service members is encouraged. Appropriate military or civilian attire will be worn as deemed appropriate by the unit commander in coordination with the ROKA Staff Officer and the desires of the next of kin.

(2) The unit commander will identify distinguished guests and officials for attendance at the funeral and appropriate invitations will be extended.

(3) Unit personnel may also accompany the next of kin to visit the gravesite three to five days after the burial, which is a traditional practice in Korea. Again, the unit commander should consult with the unit ROKA Staff Officer prior to the visit to gain approval from the next of kin.

Chapter 6

Training

6-1. Purpose

This chapter outlines policies, responsibilities and procedures for training KATUSA Soldiers in Army in Korea. Chapter 7, Army in Korea Reg. 350-1 parallels this chapter. The regulation with the most recent effective date between AK Reg. 350-1 and AK Reg. 600-2 will establish the current KATUSA Soldier training guidance and requirements.

6-2. Scope

Training for KATUSA Soldiers includes individual and unit training outlined in Army in Korea Reg. 350-1 and training directed by ROK law and ROKA policies. ROKA Staff Officers attached to Army in Korea units will participate in ROKA directed training and are encouraged to participate in Army in Korea training. KATUSA Soldiers will participate in ROKA directed training except in special circumstances identified in subparagraph 6-5b.

6-3. Policy

The Army in Korea will provide challenging and quality training to KATUSA Soldiers. These well-educated and highly motivated Soldiers provide Army in Korea units continuity, regional expertise, and critically needed manpower. They are essential to successful combined operations. Although some cultural and language barriers exist, they can be overcome through dedicated leadership, effective training, and progressive educational programs.

6-4. Responsibilities

a. The Army in Korea, OMD TREX will:

- (1) Act as the proponent for all Army in Korea directed KATUSA Soldier training.
- (2) Supervise the operations of the KTA.
- (3) In coordination with the ROKA Support Group, establish policies on training and graduation requirements for KATUSA trainees at the KTA.
- (4) Provide training on the customs and operating procedures of the U.S. Army to KATUSA Soldiers at the KTA.
- (5) Provide the contractor a copy of the annual KTA training schedule immediately after it is published.
- (6) Through the KTA, contractors conduct KATUSA English Language Program (KELP).
- (7) Conduct staff assistance visits to provide overall supervision and quality control for the KATUSA Soldier training program.
- (8) Resolve contract training concerns and issues.
- (9) Provided Allocations to MSCs for KATUSA Soldier attendance at WLC and notify RSG.

b. Army in Korea MSCs will:

(1) Train each KATUSA Soldier and certify them in their assigned MOS within 6 months of assignment.

(2) Conduct sustainment training for unit unique, critical MOS and common tasks throughout the KATUSA Soldier's tour.

(3) Inspect KATUSA Soldier training as part of the Command Inspection Program (CIP). See Appendix J, KATUSA Soldier Program Checklists.

(4) Issue KATUSA Soldiers and their NCO leaders appropriate Soldiers' and common task manuals.

(5) Include KATUSA NCOs in the unit NCO Development Program (DP).

(6) Ensure that all U.S. and KATUSA Soldiers receive training on AK Reg. 600-2 to ensure that all Soldiers are knowledgeable of the regulation's contents. This training should be conducted upon initial assignment to the unit and at least twice a year thereafter.

(7) Include KATUSA Soldier awareness training in unit Officer DP and NCODP at least twice a year. Assistance for these classes is available from Army in Korea, OMD TREX, ATTN: EAGC-TD, Unit #15236, APO AP 96205-5236.

(8) Maintain an OML for attendance at WLC.

(9) Ensure full integration and orientation of newly assigned KATUSA Soldiers. This can be entrusted to the unit's RSO.

c. The ROKA Support Group will:

(1) Provide all KATUSA Soldiers ROKA basic training before assignment to KTA.

(2) Coordinate with HQ, ROKA and Army in Korea, OMD TREX, to maintain, but not exceed, 100 percent fill per KTA class schedule. Will ensure KTA class dates are deconflicted with the Command's training schedule.

(3) Before KATUSA Soldiers complete training at the KTA, assign KATUSA Soldiers a MOS. Soldiers are assigned via computer factors of each Soldier's education level, college major, any special civilian occupation or license and English tests scores, and Army in Korea's personnel needs in making this assignment.

(4) Manage KATUSA Soldier assignments IAW each Soldier's assigned MOS, the current KATUSA Soldier Manning Document and Army in Korea's needs.

(5) Conduct KATUSA Soldier ETS training.

(6) Monitor the training climate of all units with KATUSA Soldiers.

(7) Provide Army in Korea, OMD TREX, the annual Nonsan Basic Training Course schedule so that the KTA training schedule can be formulated.

(8) The unit's RSO ICW the unit commander will ensure full integration and orientation of newly assigned KATUSA Soldiers. This orientation should include security training and the unit and the Army in Korea regulations and policies.

(9) Refer to Army in Korea, OMD TREX, all training concerns and issues for review, resolution and correction.

(10) Ensure all KATUSA Soldiers assigned to ROKA Support Group and ROKA Staff Offices are trained in their MOS skills necessary for mission accomplishment.

(11) All ROKA Officers and NCOs working in Army in Korea will conduct two hours of professional development training twice a month. (Usually the first and third Thursday of the month) This training will not conflict with U.S. schedule training.

6-5. ROK Law and ROKA Directed Training

ROKA personnel serving with the U.S. Army remain subject to ROK law and ROKA directed training. U.S. commanders are responsible to ensure this training is accomplished and to integrate it into unit short and long-range training plans. ROKA Staff Officers and NCOs will conduct ROKA directed training.

a. Commanders will allocate two hours on Wednesday to ROKA directed training. All ROKA directed training will be conducted during normal duty hours. ROKA directed training must be coordinated and included on unit training schedules.

b. All KATUSA Soldiers will attend ROKA directed training except when precluded by field training and major exercises. KATUSA Soldiers who miss ROKA directed training will make up missed training within ten days of completion of the exercise or field training. This make-up training will be conducted during normal duty hours. Absence from training and make-up training must be coordinated with the ROKA staff office.

c. Commanders will keep their ROKA Staff/LNOs abreast of training plans. Commanders will assist and support ROKA instructors in resourcing ROKA directed training.

d. ROKA Staff Officers/NCOs will provide the unit commander with a training schedule of subjects for ROKA directed training at least six-weeks prior to the training being conducted. Commanders should periodically attend ROKA directed training.

e. All ROKA Officers and NCOs must participate in RSG's two hours professional development training twice a month.

6-6. Army In Korea Training Requirements

a. KATUSA MOS Training:

(1) Commanders will train and certify each KATUSA Soldier on MOS and AWT tasks that support the unit's collective tasks and mission. The status of KATUSA Soldier MOS certification will be reported each month along with the monthly KATUSA Unit Manning Report and during the unit's SATB. The status will be reported as a percentage of KATUSA Soldiers certified versus the number of KATUSA Soldiers assigned to the unit greater than six months. KATUSA Soldiers will be MOS certified within six months of assignment. EA Form 657-R-E (KATUSA Soldier KATUSA MOS Certification Training Record) (see Appendix E for instructions for downloading), is a locally

reproducible training record to aid in maintaining the training status of KATUSA Soldier MOS certification.

(2) KATUSA Soldier KATUSA MOS Certification Procedures:

(a) The KATUSA Soldier MOS Certification Training Record (EA Form 657-R-E) will be initiated at the KATUSA Training Academy (KTA). KTA personnel will complete personal data and enter the current FY AWT data on the record. New KATUSA trainees will receive initial training and evaluation on these common tasks at the KTA. This evaluation will be annotated on the training record.

(b) The KTA will send the KATUSA Soldier MOS Certification Training Record (EA Form 657-R-E) to each unit with graduating KATUSA Soldiers. Each unit commander and subordinate unit leaders (squad, section, platoon) must identify critical individual and collective level 1 duty tasks that the KATUSA Soldiers must be able to perform to support the unit's collective tasks. These tasks can come from Soldier's manuals or be tasks that are duty position unique (i.e. maintaining KATUSA Soldiers Clothing Maintenance Allowance System (CMAS) records, operating assigned vehicles, operating mission critical automation equipment (GCCS-K, ADOCS)). These tasks are entered on the training record with sufficient identification data (task # and title from Soldier's manual; AR, FM, or TM para. and title, etc.) to allow trainers to easily reference source requirements to train and evaluate to "task, conditions, and standard." The number of tasks should be limited to 25 or fewer tasks.

(3) Section leaders will train and evaluate KATUSA Soldiers on these tasks. Evaluation results will be annotated on the training record. Once a KATUSA Soldier has successfully demonstrated 100% "go" on AWT and 100% "go" on level 1 duty tasks the KATUSA Soldier is considered KATUSA MOS certified. The certification statement on the training record will be dated and signed. KATUSA Soldier KATUSA MOS certification will be reported during SATBs as a percentage of KATUSA Soldiers certified against the number assigned to the unit greater than six months. (For example: A unit has 45 KATUSA Soldiers assigned with 31 KATUSA Soldiers assigned greater than 6 months. Of these 31 KATUSA Soldiers, only 25 have been MOS certified. The reportable percentage would be 80.6% (25/31).)

(4) The unit commander and subordinate unit leaders (squad, section, platoon) must identify critical individual and collective level 2 duty tasks that the KATUSA Soldiers must be able to perform at the NCO level to support the unit's collective tasks. These tasks are used to identify professional development training requirements only. These tasks are not part of KATUSA Soldier KATUSA MOS certification.

b. Army in Korea Individual Training. KATUSA Soldiers will complete all Army in Korea individual training required by Army in Korea Reg. 350-1 except Code of Conduct and reenlistment-related training.

c. Noncommissioned Officer PD Training. Commanders will ensure that KATUSA Soldier NCOs attend NCOPD training along with their U.S. NCO counterparts.

d. KATUSA Language Training. To fight effectively as part of the U.S. Army team, KATUSA Soldiers must have English language skills. The English Language Training Program is formal classroom training conducted during initial entry training at KTA per OMD TREX guidance.

(1) Centralized KTA KERP.

(a) Upon assignment to the KTA, all KATUSA Soldiers will be administered the American Language Course Placement Test (ALCPT) by the KTA as a pre-test for class placement.

(b) Following the pre-test, all KATUSA Soldiers will attend the contract 56-hour KELP as provided by KTA.

(c) Upon completion of the KELP course, all KATUSA Soldiers will take the ALCPT post-test.

(d) The KTA Commander will coordinate with ROKA Support Group to ensure that appropriate personnel and/or training records are annotated with the ALCPT post-test score prior to leaving KTA.

(e) Commanders receiving KATUSA Soldiers without an ALCPT test score are to contact the KTA to obtain a copy of test results.

(2) Ensure that KATUSA Soldiers receive on the job English training on military terms related to their MOS and mission during normal work activities.

6-7. KATUSA Soldier ROKA ETS Training

KATUSA Soldiers must complete ROKA ETS Training before separation from active duty.

a. Brigade and separate battalion ROKA Staff Officers/NCOs conduct ETS Training during the last seven working days the KATUSA Soldier is on active duty.

b. ETS training will not exceed three days in duration.

c. ROKA Staff Officers attached to Army in Korea units will notify unit commanders of who must attend ETS training at least five weeks before it is conducted. Unit commanders will inform their KATUSA Soldiers of the location, date, and time of ETS training.

d. When possible, KATUSA Soldiers will remain billeted in their unit area during ETS training.

e. If this is not feasible, commanders will:

(1) Coordinate with the installation commander hosting ETS training to schedule temporary billeting. This coordination should be made at least 15 days before the training. Installation commanders will provide appropriate transient housing to support external KATUSA Soldiers present for ETS training.

(2) Provide transportation to/from the ETS training installation. If contract or public transportation is used in lieu of unit vehicles, commanders will provide KATUSA Soldiers with appropriate tickets or vouchers.

(3) Exempt KATUSA Soldiers from other duties while they attend ETS training. KATUSA Soldiers will continue to perform assigned duties until seven working days before ETS.

(4) Ensure that a U.S. officer in the grade of Lieutenant Colonel or higher will address all KATUSA Soldiers undergoing ETS training at a KATUSA Soldier ETS ceremony. This U.S. officer will express appreciation for KATUSA Soldiers' service. The ROKA LNO at each ETS training installation will coordinate for the U.S. officer speaker.

6-8. KATUSA Soldier Attendance At Warrior Leader Course (WLC)

a. KATUSA Soldiers may attend Warrior Leader Course (WLC) along with their U.S. counterparts.

b. Responsibilities.

(1) The Chief, Army in Korea, OMD TREX, has overall staff responsibility for matters dealing with KATUSA Soldiers attending WLC. Specific responsibilities are to:

(a) Coordinate with the WLC and establish policy for KATUSA Soldier attendance at WLC.

(b) Allocate quotas for KATUSA Soldier attendance at WLC to MSCs for the fiscal year by 1 September each year. Priority of allocations is to combat arms and military police MOSs.

(c) Process academic awards for KATUSA Soldiers through the American Embassy in sufficient time to ensure awards are available for presentation at graduation.

(2) The Commandant, WLC, has overall responsibility for the day-to-day functions and program of instruction of WLC. Specific responsibilities concerning KATUSA Soldier attendance at WLC are to:

(a) Provide slots for KATUSA Soldier attendance at WLC during each cycle. This number may be reduced or eliminated during periods when the number of U.S. Soldiers on the promotion standing lists dictates that the slots are needed for U.S. Soldiers.

(b) Determine allocation of slots for KATUSA Soldier attendance at WLC through coordination between the Chief, OMD TREX, and the Commander, ROKA Support Group.

(c) Ensure KATUSA Soldiers compete equally with their U.S. Soldier counterparts for all awards.

(3) The MSC Command Sergeants Major will:

(a) Allocate KATUSA Soldier WLC quotas to subordinate units immediately after receiving the MSC quota from Army in Korea, OMD TREX.

(b) Consolidate subordinate unit an order-of-merit list (OML) at MSC level and ensure KATUSA Soldier quotas are integrated into the OML and coordinate with RSO.

(c) Monitor the selection of KATUSA Soldiers for attendance at WLC and ensure that only the best qualified KATUSA Soldiers are being selected. Coordination with ROKA Staff Officers/NCOs will assist in determining the best-qualified KATUSA Soldiers.

(4) Unit Commanders, Command Sergeants Major, and First Sergeants will:

(a) Select KATUSA Soldiers for attendance at WLC that demonstrate leadership potential and a willingness to lead.

(b) Establish and maintain an OML that integrates the quotas for KATUSA Soldier attendance at WLC. This OML must project attendance at least three class cycles out and may

include projected KATUSA Soldiers in the grade of PFC. Commanders and First Sergeants must ensure that KATUSA Soldiers are aware of their pending attendance at WLC at least 30 days in advance.

- (c) Employ KATUSA Soldier WLC graduates in leadership positions.
- (d) Provide transportation to WLC for KATUSA Soldiers.
- (e) Ensure that KATUSA Soldiers selected for attendance at WLC meet the following requirements:
 - (i) Passed AWT within the past 12 months.
 - (ii) Passed the APFT within the past 6 months.
 - (iii) Meet the height/weight standards of AR 600-9.
 - (iv) Have at least 6 months retention in service upon graduation from WLC.
 - (v) Were notified at least 30 days in advance of attendance at WLC.
 - (vi) Do not have a permanent or temporary profile that would prevent participating in training at WLC.
 - (vii) Are free of administrative flagging actions that could result in recall while attending WLC.
 - (viii) Have all required items of clothing and equipment to attend the course IAW WLC Student Guide.
 - (ix) Have been issued Invitational Travel Orders and have received advance travel pay IAW figure 6-1.
 - (x) Have been issued two (2) haircut coupons and a KCK, if one is to be issued during the month of the course, prior to departure for WLC.

**HEADQUARTERS
(UNIT LETTER HEAD)
APO AP #####**

INVITATIONAL TRAVEL ORDER: (LOCAL NUMBER)

DATE: yy/mm/dd

1. The below named individual is invited and authorized to proceed from Camp Red Cloud, Korea to Camp Jackson and return.

| <u>NAME</u> | <u>TITLE</u> | <u>SSN</u> | <u>UNIT</u> |
|---------------|--------------|------------|-----------------|
| KIM, Jae Yung | CPL | KA93-74282 | HHC, 2d Inf Div |

2. PURPOSE: To attend WLC Class #1-95, 5 Oct 94 - 3 Nov 94.

3. ACCOUNTING CLASSIFICATION: (FUND CITE)

4. REQUESTING OFFICER: STEVEN L. STAMP, CPT, Commander, HHC, 2d Inf Div _____

5. APPROVING OFFICIAL: RICHARD L. STONE, COL, Commander, 2d DIVARTY _____

APPROX NO OF DAYS: 30 DATE OF DEPARTURE: 5 OCT 05 DATE OF RETURN: 3 NOV 05

6. SPECIAL INSTRUCTIONS:

a. Vouchers for reimbursement of travel performed will be submitted to the appropriate finance office within 10 days (AR 11-7) after completion of travel. In the event TDY is not performed, a copy of this order will be submitted to travel orders authenticating official with a request that it be revoked. A copy of paid voucher will be forwarded by the finance office, NLT 15 days after reimbursement.

b. Government quarters and rations are available at TDY site.

c. Individual is not authorized to travel within and around TDY station.

7. METHOD OF TRANSPORTATION: Commercial, rail, bus, and taxi will be used in cases where government transportation is not available. Individual must maintain receipts for commercial travel and submit when filing final travel voucher.

8. ESTIMATED COST: PD: \$153.00 TVL: \$0.00 OTHER: \$0.00 TOTAL: \$153.00

FOR THE COMMANDER:

ROBERT S. SMALL
LTC, GS
Director Operational Sustainment Directorate (OSD)

DISTRIBUTION:
5 - Individual Concerned
2 - Unit
5 - Finance Office

Figure 6-1. Invitational Travel Order

6-9. KATUSA Training Academy Graduation Standards

a. The KATUSA Training Academy (KTA) is committed to providing the best training possible to ensure that a new Korean Augmentation To the United States Army (KATUSA) Soldier's assignment and transition into his U.S. Army unit is uneventful. The goal of the KTA is to provide the KATUSA

Soldier Trainee with a basic knowledge of military terminology, military skills, and physical training to ensure he is able to quickly integrate into his unit.

b. To further foster these goals, the KTA has established the following graduation standards for KATUSA Soldier Trainees. These standards are in line with U.S. Army basic training standards. To be considered a successful graduate, the KATUSA Soldier Trainee must:

- (1) Achieve a score of 70% or higher on the end-of-course English test.
- (2) Achieve a score of 70% or higher on the end-of-course military skills test.
- (3) Achieve a score of 50 points or higher in each event of the APFT.
- (4) Participate fully in English, rifle marksmanship and land navigation training.

c. A KATUSA Soldier Trainee that misses a significant or important portion of training at the KTA may be recycled. The KTA, Chief Training NCO and ROKA Sergeant Major will decide if a KATUSA Soldier trainee will be recycled. If the KTA Staff (US/ROK) determines a KATUSA Soldier trainee is deliberately avoiding training or failing subjects, the staff will consider expelling that trainee as a KATUSA Soldier.

d. The KATUSA Soldier Trainee that meets these graduation standards will be assigned to a U.S. Army unit without any restrictions. These KATUSA Soldiers are expected to score 60 points or higher on each event of the APFT.

e. The KATUSA Soldier Trainee that fails to meet these standards will be assigned to a U.S. Army unit and placed on unit restriction for a period of 45 days. The KATUSA Soldier's KTA training records will be flagged to indicate that the graduation standards were not met. During the period of restriction, the KATUSA Soldier will not be allowed any off post privileges or passes and the KATUSA Soldier is expected to train to overcome any training deficiencies. The KATUSA Soldier may take up to three evaluations (English, military training, or APFT) during this 45 day period and the unit commander, in coordination with the supporting ROKA Staff Officer/NCO, may lift the restriction before the 45 day period is over if the KATUSA Soldier has made sufficient progress to correct training deficiencies. During the 45 day period, the KATUSA Soldier is expected to score 50 points or higher in each event of the APFT. If not achieving a passing level after the 45 day period, the ROK Staff Officer and U.S Commander will determine if the base restriction will continue or be lifted. Also, after the 45 day period, the KATUSA Soldier must now achieve a score of 60 points or higher in each event of the APFT.

f. These graduation requirements will be reviewed at least annually and modified as required.

Chapter 7

Logistical Management

7-1. Personal Military Clothing, Organizational Clothing And Equipment For ROKA Staff/Liaison Officers (LNOS) and Aides-De-Camp

The Chief of Staff, ROKA, is responsible for the issue and supply of personal military clothing and organizational clothing and equipment to ROKA Staff/LNOs and ROKA Aides-de-Camp. Major subordinate commanders may authorize the issue of selected items of organizational clothing and equipment (CTA 50-900) providing adequate safeguards exists to ensure their return and providing

no U.S. armed forces personnel are denied the issue of like equipment because of issue to ROKA Staff/LNOs or ROKA Aides-de-Camp.

7-2. Personal Military Clothing, Organizational Clothing And Equipment For KATUSA Soldiers

a. KATUSA Soldiers are authorized issue of U.S. clothing items and equipment under the provisions of CTA 50-900. KATUSA Soldiers will receive U.S. military clothing and equipment IAW with table 7-1.

Table 7-1
Initial U.S. Army Personal Military Clothing and Organizational Equipment Issued To KATUSA Soldiers

| ITEM OF ISSUE | QUANTITY ISSUED |
|--|--------------------------|
| Bag, Duffel, Nylon, OD | 1 Each (Note 1) |
| Belt, Riggers, Desert Sand 503 | 2 Each (Note 1, Note 3) |
| Beret, Black | 2 Each (Note 1) |
| Boots, Combat, (Temperate Weather, Type II, Tan) | 2 Pairs (Note 1, Note 3) |
| Cap, Patrol, Army Combat Uniform | 2 Each (Note 3) |
| Coat, Army Combat Uniform | 4 Each (Note 1, Note 3) |
| Cold Weather Gear | 1 Each (Note 5) |
| Drawers, Men's Brief, Class 3-Sand | 6 Pairs (Note 4) |
| Glove Inserts, wool, OG 108 | 2 Pairs (Note 1, Note 3) |
| Glove, Flexor, Light Duty | 1 Pair (Note 3) |
| Physical Fitness Uniform, Shirt (S/S) | 2 Each (Note 4) |
| Physical Fitness Uniform, Shirt (L/S) | 1 Each (Note 4) |
| Physical Fitness Uniform, Pants, Long, Black | 2 Each (Note 4) |
| Physical Fitness Uniform, Jacket, Gray/Black | 1 Each (Note 4) |
| Physical Fitness Uniform, Trunks, Black | 2 Each (Note 4) |
| Physical Fitness Uniform, Cap , Pullover, Black PT | 1 Each (Note 4) |
| Shoes, athletic | 1 Pair (Note 4) |
| Socks, athletic | 3 Pairs (Note 4) |
| Socks, man's wool cushion sole, OG 408 | 5 Pairs (Note 4) |
| Towel, Bath, Brown | 2 Each (Note 4) |
| Trousers, Army Combat Uniform | 4 Pairs (Note 1, Note 3) |
| T-Shirt, Sand Colored, Moisture Wicking | 4 Each (Note 4) |

ORGANIZATIONAL CLOTHING AND EQUIPMENT

| | |
|--------------------------------------|-----------------|
| Bag, Barracks, Cotton Sateen, OG 107 | 1 Each (Note 2) |
| Poncho, Coated Nylon Twill, OG 107 | 1 Each (Note 2) |

NOTES:

1. These items must be recovered by unit supply personnel from KATUSA Soldiers and ROKA Staff NCOs prior to their return to ROKA. (Refer to para. 7-11, for turn-in procedures.)
2. These items will be turned in to CIF during clearing.
3. KATUSA Soldiers will retain one (1) complete uniform set of ACU to wear when reporting to their ROKA Reserve unit. A complete ACU uniform consists of one (1) belt, one (1) patrol cap, one (1) pair of combat boots, one (1) set of glove inserts, one (1) set of gloves (flexor), one (1) ACU Trousers, and one (1) ACU Coat.
4. These items are not required to be turned in to unit supply, and may be kept by KATUSA Soldiers.
5. Cold Weather Gear will be issued in first week of training at KATUSA Training Academy.

(1) KATUSA Soldiers are issued athletic shoes as part of their initial issue and then semi-annually thereafter in winter and summer periods. KATUSA Soldiers who have arrived at the unit from the KTA within the last 60 days of the issue date or who have 60 days or less remaining to ETS will not be eligible for the issue of shoes.

(2) Unit supply sergeants will prepare a memorandum for the unit commander's signature to order replacement athletic shoes. The memorandum will contain KATUSA Soldiers' information such as name, rank, ETS date, and shoe size, unit's DODAAC and pick up point with total of breakdown sizes. This memorandum will be forwarded to the property book officer (PBO), S4, or other higher applicable supply channel for consolidation. The MSC should forward a consolidated memo to IMCOM-K HQ 30 days prior to month of issue. To maintain accountability of athletic shoes, KATUSA Soldiers will sign for issue of athletic shoes on EA Form 999-R-E (KATUSA Soldier Athletic Shoe Issue Roster) (which will be downloaded from the Army in Korea Web site (See Appendix E)), listing each KATUSA Soldier by name, KA service number, shoe size, date received and signature. The EA Form 999-R-E must be maintained in the KCB for one year.

b. The Central Issue Facility (CIF) will issue organizational issue items when KATUSA Soldiers arrive at their permanent duty units.

c. ROKA Staff NCOs assigned to Army in Korea units will be issued the same clothing and equipment as KATUSA Soldiers when they arrive at KTA. Supplemental organizational clothing and equipment may be authorized based on unit of assignment and individual duty requirements.

7-3. Issue Of Personal Military Clothing, Organizational Clothing and Equipment

a. Initial issue. The Commandant, KTA, coordinates with the Military Clothing Sales Store (MCSS) and the Organizational Clothing and Individual Equipment Issue Point, Camp Red Cloud, for the issue of personal military clothing and limited organizational clothing and equipment.

(1) Personal military clothing. A DA Form 3078 (Personal Clothing Request) will be initiated, in duplicate, to record the clothing issue at KTA. Instructions for completing this form are contained in Appendix F. A copy of this form will be furnished to the Commandant, KTA, who will forward it to the respective units receiving KATUSA Soldiers. The CSS manager will retain the original copy for 6 months, and then destroy.

(2) Organizational Clothing and Equipment. A DA Form 3645 (Organizational Clothing and Individual Equipment Record) will be initiated in duplicate to record the items and quantities of clothing and equipment issued. The name block of the DA Form 3645 will be annotated with the word "KATUSA". Both copies of the DA Form 3645 will be furnished to the Commandant, KTA, who will forward them to the respective units receiving KATUSA Soldiers IAW paragraph 7-3c.

b. Should KATUSA Soldiers arrive at their unit without items of initial issue clothing, because of shortages that could not be filled prior to graduation from KTA, the commander will ensure that shortages are filled within 30 days by submitting DA Form 3078 to the local Military Clothing Sales Store. The supply sergeant will verify the shortages by reviewing the KATUSA Soldier's initial issue DA Form 3078. See Appendix F for examples.

c. Forwarding DA Forms 3078 and 3645. The DA Forms 3078 and 3645 are permanent records and must be appropriately safeguarded. The Commandant, KTA, will ensure that for each graduating KATUSA Soldier the original copy of DA Form 3078 and both the original and duplicate copies of DA Form 3645 are given to the unit representative who picks up KATUSA Soldiers at KTA. No KATUSA Soldier will be allowed to hand-carry these forms.

7-4. KATUSA Soldier Clothing and Equipment File

a. Upon arrival of a newly assigned KATUSA Soldier, the commander will initiate a KATUSA Soldier clothing and equipment file, which includes the DA Forms 3078 and 3645, provided by the Commandant, KTA.

b. The maintenance of this file is the responsibility of unit U.S. supply personnel.

c. This file will consist of:

(1) All original copies of DA Form 3078 reflecting both initial issue and issue of initial issue shortages of personal military clothing at the KTA.

(2) The duplicate copy of the DA Form 3645 reflecting issue of organizational clothing and equipment at the CIF, Camp Red Cloud. The original copy should be forwarded to the local supporting CIF IAW AR 710-2. If the unit is not supported by a CIF, both the original and duplicate copies will be maintained in this file.

(3) A copy of all subsequent DA Forms 3078 reflecting issue, charge sales of personal military clothing and/or footwear, and clothing showdown inspections.

(4) The EA Form 333-R-E (Clothing Monetary Allowance System (CMAS)) for KATUSA Personnel)(which will be downloaded from the Army in Korea Web-site - see Appendix E). The use of this form is discussed in paragraph 7-8. Preparation instructions are contained in Appendix G with a sample on G-5.

d. Should the DA Forms 3078 and 3645 not be received from the Commandant, KTA, the commander will contact the Commandant, KTA, who will obtain and forward reconstructed copies.

7-5. Supplemental Issue Of Organizational Clothing and Equipment

a. The commander will ensure that missing items are issued within 1 month from the local supporting CIF.

b. KATUSA Soldiers may be issued specialized organizational clothing and equipment not normally stocked or issued by the CIF (e.g., coveralls, safety shoes, etc.). These items will be obtained through normal supply channels, citing CTA 50-900 as the basis for issue. CTA 50-900 items not maintained by CIF are procured through the unit organization property book on a DA Form 2765-1 (Request for Issue or Turn-in).

7-6. KATUSA Soldier Clothing Inspections

Unit commanders will conduct quarterly clothing inspections of KATUSA Soldiers in their units using DA Form 3078. Shortages will be corrected through the use of the clothing monetary allowance system discussed in paragraph 7-7.

7-7. Clothing Monetary Allowance System (CMAS)

a. Upon completion of 180 days of service with Army in Korea, each KATUSA Soldier and ROKA Staff NCO who was issued and wears the US Army uniform is entitled to Clothing Monetary Allowance for the maintenance of personal military clothing. **The Clothing Monetary Allowance System is approved annually by HQDA.** The new rate will only apply to KATUSA Soldiers and ROKA Staff NCOs who complete 180 days of service after 1 Oct each year. Accounting of CMAS credits and expenditures is accomplished utilizing EA Form 333-R-E (see Appendix G). An EA Form 333-R-E will be maintained in each KATUSA Soldier's clothing and equipment file. KATUSA Soldiers' service with Army in Korea begins the day they arrive at the KTA; therefore, the CMAS credit eligibility date is between 180 days from the date on their DA Form 3078 for their initial

clothing issue, i.e., the CSS issue date and to 90 days before their ETS or PCS date. Preparation instructions and sample DA Form 3078 are contained in Figure F-3, Appendix F.

b. The EA Form 333-R-E will be initiated within the first week of the month following the KATUSA Soldier's completion of 180 days of service with Army in Korea. The CMAS credits spent will be posted immediately after the applicable DA Form 3078 is returned from the CSS.

c. Correcting EA Form 333-R-E errors should be done in the following manner. Make necessary corrections of CMAS in the column below the last posting. Enter a short reference; i.e., calculation too high/low, math error, wrong eligibility date, etc., and initial the reference. Complete EA Form 333-R-E as directed.

d. The CMAS credit is not the KATUSA Soldier's to be used as desired. It is intended to be used only for replacement of those items of personal military clothing listed in table 7-1 that is unserviceable and cannot be repaired as approved by the commander of the U.S. Army unit to which assigned. Additional initial issue clothing can only be authorized and directed by a medical officer. The additional initial issue clothing requested by a medical officer should have the directed statement attached to the DA Form 3078 when taken to the CSS. The unit must fund all other initial issue-clothing items and issued through their servicing class II, IV, VII sources.

e. Charge sales and advance CMAS credits are not authorized. However, because some KATUSA Soldiers participate in extended field exercises U.S. Commanders can approve and authorize a KATUSA Soldier to use advance CMAS credits before the KATUSA Soldier's completion of 180 days of service with the U.S. Army. Advance CMAS credits can only be used to purchase these items and not exceed the prescribed quantity: two (2) T-Shirts; two (2) Drawers; and, two (2) Socks as described in Table 6-1. Prior to authorizing purchases of personal military clothing, the unit supply sergeant must personally verify from the EA Form 333-R-E that sufficient CMAS credit exists. The purchase of personal military clothing will not be disapproved or delayed if a need exists and sufficient CMAS exists for the KATUSA Soldier concerned. The verification process is initiated when the U.S. supply sergeant reviews the KATUSA CMAS files to ensure he has sufficient CMAS. The supply sergeant will initial the left side of the statement prior to the DA Form 3078 being taken to the Commander for signature. If the supply sergeant's initials are not on the DA Form 3078, the commander will not sign until he/she confers with the supply sergeant.

f. Only Battalion Commanders, or the first LTC Commander in the unit's chain of command, has authority to approve the use of CMAS funds for KATUSA Soldiers with less than 90 days from ETS to purchase approved clothing items.

g. When a KATUSA Soldier is returned to the ROKA for any reason accrued CMAS credits are forfeited. They may not be used, transferred, or refunded in any manner. There is no requirement to close out the CMAS credits (EA Form 333-R-E) upon release from Army in Korea; however, if the KATUSA Soldier is transferred to another Army in Korea unit, all clothing records will be forwarded by U.S. mail to the gaining unit.

h. Should a KATUSA Soldier's EA Form 333-R-E become lost or destroyed, the unit commander (or designated representative) will:

(1) Determine the credit accrued based on the date the individual completed 180 days of service with Army in Korea as reflected in his personnel/clothing records (CSS issue date).

(2) Reconstruct debits (purchases) from the voucher file of DA Form 3078 and EA Form 247-R-E (KATUSA CMAS Voucher Register) for the KATUSA Soldier's purchases that are maintained for audit purposes.

i. Examples of unauthorized CMAS purchases items are found in Figure F-5, Appendix F.

Table 7-2
Clothing Maintenance Allowance Credit Earned in First Month of Eligibility

| Calendar Date on which Eligibility First Occurs | Amount of CMAS Credit Earned (FEB-28 Days) | Amount of CMAS Credit Earned (FEB_29 Days) | Amount of CMAS Credit Earned (30 Day Months) | Amount of CMAS Credit Earned (31 Day Months) |
|---|--|--|--|--|
| 1 | \$7.26 | \$7.26 | \$7.26 | \$7.26 |
| 2 | \$7.00 | \$7.01 | \$7.02 | \$7.03 |
| 3 | \$6.74 | \$6.76 | \$6.78 | \$6.79 |
| 4 | \$6.48 | \$6.51 | \$6.53 | \$6.56 |
| 5 | \$6.22 | \$6.26 | \$6.29 | \$6.32 |
| 6 | \$5.96 | \$6.01 | \$6.05 | \$6.09 |
| 7 | \$5.70 | \$5.76 | \$5.81 | \$5.85 |
| 8 | \$5.45 | \$5.51 | \$5.57 | \$5.62 |
| 9 | \$5.19 | \$5.26 | \$5.32 | \$5.39 |
| 10 | \$4.93 | \$5.01 | \$5.08 | \$5.15 |
| 11 | \$4.67 | \$4.76 | \$4.84 | \$4.92 |
| 12 | \$4.41 | \$4.51 | \$4.60 | \$4.68 |
| 13 | \$4.15 | \$4.26 | \$4.36 | \$4.45 |
| 14 | \$3.89 | \$4.01 | \$4.11 | \$4.22 |
| 15 | \$3.63 | \$3.76 | \$3.87 | \$3.98 |
| 16 | \$3.37 | \$3.50 | \$3.63 | \$3.75 |
| 17 | \$3.11 | \$3.25 | \$3.39 | \$3.51 |
| 18 | \$2.85 | \$3.00 | \$3.15 | \$3.28 |
| 19 | \$2.59 | \$2.75 | \$2.90 | \$3.04 |
| 20 | \$2.33 | \$2.50 | \$2.66 | \$2.81 |
| 21 | \$2.07 | \$2.25 | \$2.42 | \$2.58 |
| 22 | \$1.82 | \$2.00 | \$2.18 | \$2.34 |
| 23 | \$1.56 | \$1.75 | \$1.94 | \$2.11 |
| 24 | \$1.30 | \$1.50 | \$1.69 | \$1.87 |
| 25 | \$1.04 | \$1.25 | \$1.45 | \$1.64 |
| 26 | \$0.78 | \$1.00 | \$1.21 | \$1.41 |
| 27 | \$0.52 | \$0.75 | \$0.97 | \$1.17 |
| 28 | \$0.26 | \$0.50 | \$0.73 | \$0.94 |
| 29 | | \$0.25 | \$0.48 | \$0.70 |
| 30 | | | \$0.24 | \$0.47 |
| 31 | | | | \$0.23 |

*NOTE: Use this table to determine the amount of CMAS earned during the first month of eligibility.
ALL KATUSA soldiers earn \$7.26 CMAS credit for each full month after the first month of eligibility.*

7-8. KATUSA Soldier CMAS Voucher Register

a. A voucher register reflecting all actions charged to a KATUSA Soldier's CMAS account will be initiated using EA Form 247-R-E.

b. Appendix H provides block-by-block preparation instructions for EA Form 247-R-E.

c. Voucher registers and supporting vouchers will be maintained by calendar year. They will be discontinued on 31 December, placed in the inactive files, and thereafter destroyed only when all personnel listed on them have been discharged or transferred from the unit.

7-9. Replacement Of Unserviceable Personal Military Clothing

a. The commander will establish the unserviceability of a KATUSA Soldier's item of personal military clothing, establish that the unserviceability is the result of normal wear and tear, determine whether or not the item is repairable, and confirm that the individual's CMAS balance is sufficient to cover repair/replacement costs. Each installation commander is required to have a repair and sewing contract for all Soldiers (U.S. and KATUSA) E5 and below IAW AR 700-84, paragraph 5-5 and chapter 13.

b. Replacement of personal military clothing that is unserviceable and beyond repair.

(1) Requests for issue and/or replacement of personal military clothing for KATUSA Soldiers within 90 days of ETS will be processed through channels to the battalion commander (or first LTC commander for units not organized in battalions) for approval.

(2) Requests for issue and/or replacement will not be approved if the KATUSA Soldier is within 45 days of ETS.

(3) An authorized CMAS purchase list with the maximum purchases is found at Figure F-4, Appendix F.

7-10. Loss, Damage, Destruction, Or Unauthorized Disposal Of U.S. Government-Owned Property

a. When an item of a KATUSA Soldier's personal military clothing or organizational clothing and equipment is lost, damaged, or destroyed, the following actions will be taken:

(1) The unit commander will investigate to determine negligence. When the unit commander determines negligence, the procedures in subparagraph 7-10b will apply.

(2) When no negligence is found, the unit commander will initiate a DA Form 3078 IAW AR 700-84 and this regulation. The unit commander will sign the "APPROVED BY" block and present this form to the CSS manager for issue of the missing items. This transaction has no connection with the KATUSA Soldier's CMAS account and will not be charged or posted to his EA Form 333-R-E or EA Form 247-R-E.

(3) When no negligence is found for missing organizational clothing and equipment, the unit commander will submit a statement to the CIF stating that the KATUSA Soldier is relieved of responsibility for the missing items and that the items are to be reissued. The KATUSA Soldier's DA Form 3645 will be appropriately annotated.

b. When negligence, improper conduct or illegal disposition by a KATUSA Soldier resulting in the loss, damage, or destruction of U.S. Government-owned property can be substantiated, the following procedures will apply:

(1) The KATUSA Soldier must be reported to the unit ROKA Staff Officer for disciplinary action.

(2) Although no claim will be asserted against the ROKA for damage, destruction, or unauthorized disposal of U.S. Government-owned property, KATUSA Soldiers can be held individually or jointly liable. The commander and/or supervisor who has property responsibility and/or accountability will initiate a DD Form 200 Financial Liability Investigation of Property Loss (FLIPL), prior to the KATUSA Soldier's ETS, for the express purpose of dropping said clothing and equipment from the unit's property records and to ensure that necessary investigations are conducted IAW AR 735-5. Reports of survey will be prepared, investigations conducted, and final actions taken on losses, damage, destruction, or unauthorized disposals of U.S. Government-owned property issued to KATUSA Soldiers IAW AR 735-5. The KATUSA Soldier's full name, serial number, address (military and civilian if applicable), and any other information that would aid in locating the individual at a later date will be indicated in the report of survey. If the investigating officer determines that a pecuniary charge is warranted, the following recommendation will be made in Item 26 of DD Form 200 Financial Liability Investigation of Property Loss (FLIPL): "RECOMMENDATION: KATUSA!! That claim action IAW AR 27-20 is initiated against (name)." If U.S. personnel are involved on the same DD Form 200 Financial Liability Investigation of Property Loss (FLIPL), but have not been held pecuniary liable, the recommendation will include the additional phrase, "and that all U.S. personnel concerned be relieved of accountability and responsibility." When a KATUSA Soldier is held financially liable, a copy of the report of survey with all evidence will be forwarded to the Chief, U.S. Armed Forces Claims Services for collection action. A notation should be made in the KATUSA Soldier's files. If further questions/concerns exist, contact Army in Korea, G4 Programs and Reconstitution Branch, or your nearest Judge Advocate's Office.

7-11. Turn-In Of Organizational Clothing and Equipment

All ROKA personnel and KATUSA Soldiers separating from Army in Korea will turn-in all organizational clothing and equipment. The provisions of AR 710-2, paragraph 2-13, apply to the turn-in of organizational clothing and equipment. The DA Form 137-2 (Installation Clearance Record), which will be locally reproduced on 8 1/2-by 11-inch paper, will be used to reflect proper clearance of the CIF. Commanders of units must add the following statements to the "REMARKS" block of the DA Form 137-2: "This is to verify that this KATUSA Soldier has turned in all items of organizational clothing and equipment previously issued which are not authorized to be retained by him." Physical Fitness Uniforms and shoes listed on table 7-1, Army in Korea Regulation 600-2 and some items as noted are authorized to be kept by KATUSA personal when they ETS.

7-12. Billeting Of ROKA Personnel Serving With The U.S. Army

a. All KATUSA Soldiers will be provided billeting equal to that provided U.S. armed forces personnel commensurate with their rank.

b. The ROKA Staff/LNOs, Aide-de-Camps and ROKA Staff NCOs may be provided billeting in U.S. facilities on a space available basis IAW AR 210-50, para. 3-35d. These ROKA personnel will be given housing priority V IAW Table 3-4, AR 210-50, and will be required to sign a statement stating they are aware that they may be required to vacate the quarters upon 30 days notice if the quarters are required to house U.S. personnel. The installation commander is the approval authority for each request for billeting.

7-13. KATUSA Soldier Comfort Kit (KCK)

The KCKs consisting of various health and comfort items necessary for the maintenance of appearance and morale are issued semi-annually (Regular kits – Mar and Sep, Summer kit – Jun;

Winter kit – Jan), to KATUSA Soldiers and includes ROKA KATUSA Staff NCOs (E-7 thru E-9). Table 7-3 indicates both the items and frequency of issue. ROKA Staff Officers are not authorized KCKs.

Table 7-3
KATUSA Comfort Kits

| ITEM OF ISSUE | QUANTITY ISSUED | INITIAL | REGULAR (March, September) | SUMMER (June) | WINTER (January) |
|---------------------|-----------------|---------|----------------------------------|------------------|---------------------|
| Brush, shoe | ea | 1 ea | | | |
| Clipper, fingernail | ea | 1 ea | | | |
| Cloth, polish, shoe | ea | 1 ea | | | |
| Cream, shaving | cans | 2 cans | | 2 cans | 2 cans |
| Kit, sewing | ea | 1 ea | | | |
| Lotion, shaving | ea | 1 ea | | 1 ea | 1 ea |
| Cream, skin | ea | 1 ea | | 1 ea | 1 ea |
| Polish, shoe | can (1.8 oz) | 2 cans | 4 cans | 2 cans | 2 cans |
| Shampoo | bottle (15 oz) | 1 btl | 2 btls | 1 btl | 1 btl |
| *Shoes, Shower | pair | 1 pr | | | 1 pr |
| Soap, bath | bar | 3 bars | 6 bars | 3 bars | 3 bars |
| Toothbrush | ea | 1 ea | 2 ea | 1 ea | 1 ea |
| Toothpaste | tube (3 oz) | 2 tubes | 4 tubes | 2 tubes | 2 tubes |
| Razor, disp (5 ea) | pkg (5 ea) | 2 pkgs | 4 pkgs | 2 pkgs | 2 pkgs |
| Detergent, laundry | box (2.2 lbs) | 1 bx | 2 bxs | 1 bx | 1 bx |
| Starch, spray | can (16 oz) | 1 can | 2 cans | 1 can | 1 can |

- Regular KCKs are issued every March and September, and Summer and Winter KCKs are issued in June and January; a total of four kits per year.
- KATUSA Comfort Kit issuing standard will be changed after 1 October 2009 package as Table 6-3A below.

Table 6-3A
KATUSA Comfort Kits

| ITEM OF ISSUE | QUANTITY ISSUED | INITIAL | REGULAR (Mar, Sep) | SUMMER (Jun) | WINTER (Jan) |
|-------------------------|-----------------|---------|-----------------------|-----------------|-----------------|
| Shoe Brush for Suede | ea | 1 ea | | | |
| Clipper, fingernail | ea | 1 ea | | | |
| Cloth, Bath Scrub, Long | ea | 1 ea | | | |
| Shaving Foam | can | 1 can | | 1 can | |
| Kit, sewing | ea | 1 ea | | | |
| Lotion, shaving | ea (100 ml) | 1 ea | | 1ea | 1 ea |
| Skin Cream | ea (100 ml) | 1 ea | | 1ea | 1 ea |
| Shampoo | bottle (600 ml) | 1 btl | | 1 btl | |
| Shower Shoes | pair | 2 prs | | | |
| Soap, bath | bar | 2 bars | | 1 bar | 2 bars |
| Case, Soap | ea | 1 ea | | | |
| Tooth Brush | ea | 2 ea | 1 ea | 1 ea | |
| Toothpaste | tube (3 oz) | 2 tubes | 1 tube | | 1 tube |
| Razor, Blade | pkg (4 ea) | 1 pkg | 1 pkg | | |
| Razor, Handle | ea | 1 ea | | | |
| Detergent, laundry | box (2kg) | 1 bx | 1 bx | 1 bx | 1 bx |

a. Policies. The following policies apply to KCKs:

(1) The KCKs are controlled items, but are considered expendable. A record will be maintained on EA Form 997-R-E (KATUSA Comfort Kit (KCK) Monthly Company Roster), which will be downloaded from the Army in Korea Web-site (See Appendix E). The EA Form 997-R-E will be kept in the KATUSA Continuity Binder (KCB) at Tab C along with all supporting data with the most recent month's data on top. A copy of the DA Form 2765-1 requesting the KCKs will be attached to the EA Form 997-R-E after the KCKs have been distributed. The KCK appointment letter/orders must be kept current.

(2) Selling, donating, or otherwise disposing of items in a KCK, except through normal use by KATUSA Soldiers, is prohibited.

(3) The KCKs will not be withheld from KATUSA Soldiers as a form of disciplinary action under any circumstance.

(4) When a KATUSA Soldier is reassigned from one unit to another prior to issue of his bi-monthly or semiannual comfort kit, the losing unit commander is responsible for ensuring that the kit is forwarded to the gaining unit commander for issue to the KATUSA Soldier.

b. The KCK is a controlled item. The following procedures will be initiated to ensure accountability and U.S. personnel involvement.

(1) Company commanders will put on appointment orders, the supply sergeant, and at least one alternate, to validate the KCK monthly requests, pick-ups, and distribution/issues. The appointment orders will be prepared IAW Figure 7-1 on page 77.

(2) The original appointment order will be sent to the servicing Supply Point. A copy will be retained in local supply files and an additional copy placed in the supply sergeant's KCB. The supply sergeant will administer the KCK issues. The KCKs are issued on an EA Form 997-R-E, i.e., one signature per KCK. The EA Form 997-R-E will be filed locally and a copy may be placed behind the appointment orders at Tab C (KCB). The DA Form 2765-1 and request data sheets will be attached to the file copy of the EA Form 997-R-E. Appendix I must be followed. The supply sergeant must initial the left side of commander's statement verifying for the commander, the number of KATUSA Soldiers assigned.

c. Initial KCK. Each ROKA Soldier assigned to the KTA will be issued the initial KCK. Only the Commandant, KTA, may requisition and stock this type of kit. He is authorized to maintain a stock of 300 kits. This stockage is replenished through normal requisitioning action after new KATUSA Soldiers have been issued their kits.

d. Issuing of KCKs. Regular KCKs are issued every March and September, and Summer and Winter KCKs are issued in June and January; a total of four (4) kits per year.

(1) Commanders of units with KATUSA Soldiers assigned will submit requisitions for regular comfort kits through class I supply channels NLT the last work day of the month prior to month of issue to their supporting troop issue subsistence activity using DA Form 2765-1 (see app I). Requisitions will be for the total number of kits required during the following month based on the actual KATUSA Soldier strength as of the 25th of the current month. The U.S. supply sergeant will verify the actual strength by initialing the left side of the commander's statement.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment - Authorization to Pick Up KATUSA Comfort Kits

1. Effective 24 December 1994, the following individuals are authorized to pick up KATUSA Comfort Kits for Headquarters, 519th QM Company.

Primary: SGT BAGIN, Lawrence J., 000-00-1120, Nov XX

Alternates: SGT JOHNSON, Brown H., 111-00-0000, Nov XX

2. Authority: Army in Korea Reg. 600-2, chapter 6.

3. Purpose: To perform the duties as custodian for KATUSA Comfort Kits.

4. Period: Until properly relieved, released, or DEROS.

5. Special Instructions: None

FOR THE COMMANDER:

CARL ANDERSON
MAJ, QM
Commanding

DISTRIBUTION:

Individual Concerned (1)
Cdr, Area Spt Activity, ATTN: SP51 (Mr. Kwak)
APO 96205 DIC File

Figure 7-1. Memorandum Showing Duty Appointment to Pick up KCKs

d. Issuing of KCKs. Regular KCKs are issued every March and September, and Summer and Winter KCKs are issued in June and January; a total of four (4) kits per year.

(1) Commanders of units with KATUSA Soldiers assigned will submit requisitions for regular comfort kits through class I supply channels NLT the last work day of the month prior to month of issue to their supporting troop issue subsistence activity using DA Form 2765-1 (see app I). Requisitions will be for the total number of kits required during the following month based on the

actual KATUSA Soldier strength as of the 25th of the current month. The U.S. supply sergeant will verify the actual strength by initialing the left side of the commander's statement.

(2) The Commandant, KTA, will issue one regular KCK to each student just prior to graduation. This kit will provide the health and comfort items required until the KATUSA is included in the normal requisitioning cycle by the unit to which ultimately assigned.

e. Summer and Winter KCK. Commanders will requisition summer and winter comfort kits through Class I channels each June and December and will issue the summer and winter KCKs to each KATUSA Soldier without regard to when assigned. This issue includes those items contained in the regular comfort kit, plus those items that require replacement on a less frequent basis.

7-14. KATUSA Soldier Laundry

a. ROKA officers and NCOs are not authorized laundry service from the U.S. Government. KATUSA Soldiers are authorized laundry service from the U.S. Government. This service is limited to one bundle per week, not to exceed 26 total pieces of military clothing only. Contractual laundry service requests are not permitted. Laundry inquiries should be addressed to the Army in Korea, OMD, G4.

b. Separate DA Form 3136 (Roster and Statement) must be prepared by unit supply personnel on KATUSA Soldiers' bundles because servicing laundries are required to maintain separate records.

c. Except under unusual circumstances, in-plant processing of KATUSA Soldiers' bundles will not exceed three working days. Commanders must coordinate pick-up and delivery schedules with the servicing laundry facility. The Army in Korea-wide laundry schedule time is 72 hours or less from pick-up to delivery. For example, bundles dropped off at the Camp Casey pick-up site before 0930 hours, Monday, will be returned by 1600 hours Wednesday.

d. Should an item be lost or damaged beyond repair during normal laundry operations, the laundry facility manager will initiate action to authorize gratuitous issue upon verification of the claim by the KATUSA Soldier concerned. The laundry facility manager will prepare the DA Form 3078 (Personal Clothing Request) that will then be presented to the CSS for replacement issue.

e. KATUSA Soldiers are authorized to use unit washers and dryers located in the barracks in which they are billeted. Commanders must provide washers and dryers for all Soldiers (U.S. and KATUSA) as a unit responsibility as outlined under CTA 50-909.

7-15. KATUSA Soldier Haircut Program

a. Haircut service will be funded by OMD TREX and provided to KATUSA Soldiers at AAFES barbershops located on Army in Korea Installations. KATUSA Soldiers will be allowed two (2) haircuts per month. The haircuts will be controlled by the use of numbered coupons, EA Form 388 (KATUSA Haircut Coupon) (KHC), which will be used in lieu of payment by the KATUSA Soldier.

b. KHCs are printed at the DAPS Korea, as EA Form 388. KHCs are sequentially numbered and colored coded differently each month, with the month and year over-stamped. KHCs are controlled items and must be accounted for as such. KHCs will be issued to MSCs for the next calendar year on or about 1 November of each year.

c. KATUSA Soldiers may present coupons to any AAFES barbershop during regular operating

hours to obtain service under this program. KATUSA Soldiers are required to verify the service by completing the backside of the coupon.

d. KATUSA Soldiers are the only authorized haircut KHC recipients. ROKA Staff Officers and NCOs and US personnel are not eligible to receive haircuts via this system.

e. IMCOM-K HQs administers the KATUSA Haircut Program:

- (1) Monitor the haircut program.
- (2) Obtain program funding for Army in Korea OMD TREX.
- (3) Ensure KHCs are printed and mailed in a timely manner.

f. Headquarters AAFES Korea will:

- (1) Provide haircut service to KATUSA Soldiers on a first-come first-served basis.
- (2) Receive all coupons used at AAFES barbershops. KHCs will be gathered, compiled, and held by AAFES for verification by IMCOM-K HQ representative each month.
- (3) Prepare invoices and notify the program administrator for verification prior to submission to the 175th FINCOM for payment.

g. The Chief, Army in Korea, OMD TREX, or designated representative will provide the projected strength of KATUSA Soldiers by unit, by 1 September each year to IMCOM-K HQ representative.

h. Each MSC, subordinate brigade, and subordinate battalion will designate in writing, a receiving officer or senior NCO to receive, account for, store, and distribute KHCs to subordinates units at company-level. Each company-level unit will designate in writing, an accountable officer or senior NCO to issue KHCs to KATUSA Soldiers. U.S. company commanders, can control up to 15% of the allocated KHCs for issue to a KATUSA Soldier that is not in compliance with the haircut standard. Figure 7-2 is an example of Appointment orders.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment - Authorization to Pick Up KATUSA Haircut Coupons

1. Effective 17 December 1994, the following individuals are authorized to pick up KATUSA Haircut Coupons for HHC, 5-20 Infantry.

Primary: SGT BABIN, Lawrence J., 000-00-1120, Oct 08

Alternates: SGT JOHNSON, Brown H., 111-00-0000, Jul 08

2. Authority: Army in Korea Reg. 600-2, chapter 6.

3. Purpose: To perform the duties as accountable officer for KATUSA Haircut Coupons.

4. Period: Until properly relieved, released, or DEROS.

5. Special Instructions: None

FOR THE COMMANDER:

CARL ANDERSON
MAJ, QM
ADJUTANT

DISTRIBUTION:

Individual Concerned (1)

Local Files (1)

Higher HQ (1)

Figure 7-2. Memorandum Showing Duty Appointment Authorization to Pick up KHCs

i. Each KHC accountable officer at MSC level will send copies of their appointment orders (include KATUSA Soldiers strength) signed by unit's commander to HQs, IMCOM-K representative by 1 October of each year.

j. When picking up KHCs, the U.S. Army member must sign for the coupons on EA Form 998-1-R-E. KATUSA Soldiers may distribute and issue KHCs at unit level. The last U.S. person that signed for the KHCs bears the responsibility to account for unit KHCs, not the KATUSA Soldier. KATUSA Soldiers will sign for KHCs on EA Form 998-R-E. At the local commander's discretion, KHCs may be issued one or two at a time to the KATUSA Soldier.

k. Excess KHCs will be destroyed each month at using unit level. Destruction will be recorded on EA Form 998-2-R-E (KATUSA Haircut Coupon (KHC) Destruction Log). Two signatures are required.

l. EA Forms 998-R-E, 998-1-R-E, and 998-2-R-E will be maintained on file in the KCB for a period of one year after the form is completed.

m. EA Form 998-R-E, EA Form 998-1-R-E, and EA Form 998-2-R-E will be downloaded from the Army in Korea Web site (see Appendix E).

7-16. Subsistence

Army in Korea Suppl. 1 to AR 30-22 contains policies and procedures, to include reimbursement, for feeding ROKA personnel serving with the U.S. Army. Commanders will ensure that traditional Korean food items are made available for KATUSA Soldiers in dining facilities. Specifically, kim-chi and rice will be served at least twice each day in garrison. Field feeding situations may prevent the same standard from being met. KATUSA Soldiers and ROKA NCOs are entitled to the same ration support as U.S. Soldiers (except those who receive separate rations) with their ID Cards. ROKA officers and NCOs are also authorized access to garrison dining facilities (DFAC) but must pay the surcharge IAW with their grade/rank. However, the surcharge is waived if the ROKA officer or NCO is on orders for exercise participation (same as US Officers or NCOs).

7-17. Transportation

a. ROKA Staff/LNOs and Aides-de-Camps are authorized to travel on U.S. Army owned or leased buses on the same basis as U.S. armed forces personnel. They are authorized to travel by Korean transportation at U.S. Government expense provided they are on official business and are in possession of Invitation Travel Orders authorizing that type of travel.

b. KATUSA Soldiers will be afforded transportation on the same basis as U.S. armed forces enlisted personnel.

7-18. KATUSA Soldier Continuity Binder (KCB)

a. The KCB is designed to ensure that unit commanders and supply sergeants have the tools necessary to manage the logistical support given to KATUSA Soldiers. It should contain the regulatory guidance and information on the KATUSA haircut, comfort kit, CMAS, and athletic shoe issue programs. The binder will enable incoming personnel to have a central point of reference from which to manage the logistical support to KATUSA Soldiers and should be viewed as a handy, quick reference and knowledge source.

b. The KCB will be prepared at division, brigade, battalion (see Figure 7-3) and company (see Figure 7-4) levels.

c. The information contained in the KCB should be current and available during CIP visits.

KATUSA Soldier Continuity Binder (KCB)

TABLE OF CONTENTS

- TAB A** - Army in Korea Reg. 600-2 with all changes.
- KATUSA Soldier Handbook.
 - Messages/Letters.
- TAB B** - KATUSA Soldier Haircut Coupon (KHC) Program.
- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for KATUSA Haircut Coupons (KHCs).
 - KHC Requests.
 - KHC Issue Log.
 - KHC Destruction Log.
 - Messages/Letters.
- TAB C** - Inspection/Assistance Visit File.
- Maintain a copy of inspection and assistance visit reports from higher headquarters that have occurred during the last calendar year.
 - Maintain a copy of inspection and assistance visit reports of subordinate headquarters that have occurred during the last calendar year.

Figure 7-3. Division, Brigade, and Battalion Level KCB

KATUSA Soldier Continuity Binder (KCB)

TABLE OF CONTENTS

TAB A - Army in Korea Reg. 600-2 with all changes.

- KATUSA Soldier Handbook.
- The supply sergeant's checklist for the KATUSA Soldier Program.
- Messages/Memos.

TAB B - KATUSA Soldier Haircut Coupon (KHC) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for KHCs.

- KHC Requests/Turn-in Log.
- KHC Issue Log.
- Messages/Letters.

TAB C - KATUSA Soldier Comfort Kit (KCK) Program.

- Duty Appointments. Letter orders designating supply personnel to pick-up and sign for KCKs.

- KCK Request Log (U.S. personnel only).
- KHC Request Log.
- Messages/Letters.

TAB D - KATUSA Soldier CMAS Voucher Register (EA Form 247-R-E)

- CMAS Voucher Register Log.
- Messages/Letters.

TAB E - Athletic Shoe Files.

- Request Log.
- Issue Log.

TAB F - Inspection/Assistance Visit File. Maintain a copy of inspection and assistance visit reports that have occurred during the last calendar year.

Figure 7-4. Company Level KCB

7-19. KATUSA Soldier Logistical Support Inspection Checklists

Inspection checklists are available at Appendix J for CIP reviews and other internal inspections.

7-20. KATUSA Uniforms and Insignia

Army Combat Uniform (ACU) Figures 7-5 through 7-7. KTA provides initial sewing service for KATUSA trainees through a contractor, and units with assigned or attached KATUSA Soldier's must budget to provide them sewing services.

a. Army Combat Uniform (ACU):

(1) KATUSA Soldier Name tape, Blank, Unit Patch and Korean National Flag Patch. The name tape is bi-lingual with Korean on top and English on the bottom. The name tape and blank will fit the dimensions of the Velcro patch name tape areas. The name tape, Blank, and rank and be made on-with ACU cloth material.

(2) Army Combat Uniform (ACU) Coat. The name tape placed is placed above and parallel to right, breast pocket. The blank name tape placed is placed above and parallel to left, breast pocket. Rank is attached centered on the Velcro patch located in at center chest area. The Flag is placed on the upper right soldier Velcro patch area.



Figure 7-5 Army Combat Uniform (ACU) Coat

(3) ACU Field Jacket. The name tape placed is placed above and parallel to right, breast pocket. The blank name tape placed is placed above and parallel to left, breast pocket. Rank is attached centered on the Velcro patch located in at center chest area. The Flag is placed on the upper right soldier Velcro patch area.



Figure 7-6 ACU Field Jacket

b. ACU Patrol Cap. Rank is sewn centered on the cap face 1" above the bill seam. The name tape is attached to the rear of ACU Patrol cap.

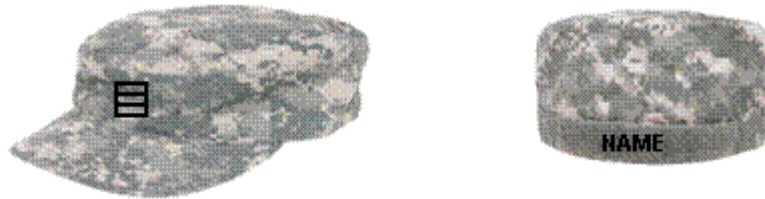


Figure 7-7 ACU Patrol Cap

c. Army Gortex Jacket: KATUSA Soldiers will wear display name and rank per U.S. Army guidelines for uniform wear.

d. Commandant KTA provides sewing service for KATUSA trainees through a contractor, and units that are assigned KATUSA Soldier's must budget to provide sewing services for KATUSA Soldiers.

7-21. KATUSA Soldier Funding Appropriation

KATUSA Soldier appropriations do not include KATUSA Soldier pay and allowances are paid by the ROKA. Thus, the appropriation information provided in table 7-4. Appropriations also include ROKA KATUSA NCOs E-6 and above.

Table 7-4
KATUSA Soldier Funding Appropriation Sources

| COMPONENT | APPROPRIATION |
|-------------------------|----------------------|
| Morale Support Fund | NAF |
| Recreation Services | OMA |
| Rations | MPA |
| Transportation | OMA |
| Clothing & Equipment | MPA |
| Engineer Support | OMA |
| Medical Support | DHP |
| Mess/Commissary Support | OMA |
| BEQ Furnishings | OMA |
| Laundry & Dry Cleaning | OMA |
| Comfort Kits | MPA |
| Tailoring | OMA |
| Reception and Training | MPA/OMA |
| Chaplain | OMA |
| Contract Training | OMA |
| Haircut | OMA |

Appendix A References

AR 20-1 (Inspector General Activities and Procedures). Cited in paragraph 5-3.

AR 27-20 (Claims). Cited in paragraphs 3-15a, 3-15b, and 7-10b(3).

AR 30-22 with Army in Korea Suppl. 1 (The Army Food Program). Cited in paragraph 7-16.

AR 40-501 (Standards of Medical Fitness). Cited in paragraph 5-2b.

AR 60-20 (Army and Air Force Exchange Service Operating Policies). Cited in paragraph 5-5a(1), 5-5a(3), and 5-5a(4).

AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities). Cited in paragraph 5-9a.

AR 220-45 (Duty Rosters). Cited in paragraph 4-4c(6).

AR 600-8-1 with EA Suppl. 1 (Army Casualty Operations/Assistance/Insurance). Cited in paragraph 5-14a(1).

AR 600-8-22 (Military Awards). Cited in paragraphs 4-1a.

AR 600-9 (The Army Weight Control Program). Cited in paragraph 6-8b(4)(e)(iii).

AR 600-55 with EA Suppl. 1 (The Army Driver and Operator Standardization Program). Cited in paragraph 2-6e(5).

AR 670-1 (Wear and Appearance of Army Uniforms and Insignia). Cited in paragraph 4-1g(1)(c).

AR 672-20 (Incentive Awards). Cited in paragraph 5-1a.

AR 700-84 (Issue and Sale of Personal Clothing). Cited in paragraphs 7-9a and 7-10a(2).

AR 710-2 (Supply Policy Below the National Level). Cited in subparagraph 7-4c(2), paragraph 7-11, and Appendix I.

AR 735-5 (Policies and Procedures for Property Accountability). Cited in paragraph 7-10b(3).

CTA 50-900 (Common Table of Allowances). Cited in paragraph 7-1, 7-2a, and 7-5b.

CTA 50-909 (Field and Garrison Furnishings and Equipment). Cited in paragraph 7-14e.

DOD 4525.6-M (DOD Postal Manual, Volume II). Cited in paragraph 5-10d.

FM 7-1 (Battle Focused Training).

AK Reg. 350-1 (Eighth United States Army Training). Cited in paragraphs 6-1, 6-2, 6-6b, and Appendix J.

ROKA Reg. 101 (Daily Morning Strength Report).

ROKA Reg. 122 (Officer Assignments). Cited in paragraph 3-9.

ROKA Reg. 123 (Enlisted Military Occupational Specialties). Cited in paragraph 3-9.

ROKA Reg. 302 (Enlisted Personnel Management). Cited in paragraph 3-9.

ROKA Reg. 130 (Leave Policy). Cited in paragraph 4-4a(1)(b).

ROKA Reg. 142 (Regulation for the Disposition of Personnel in both Wartime and Peacetime).
Cited in paragraphs 5-14a(3) and 5-14e.

ROKA State Redress Act and ROKA-U.S. Status of Forces Agreement (SOFA). Cited in Appendix
D.

SOFA, Article 22.

UCMJ, Article 92 (Failure to Obey Order or Regulation). Cited in paragraphs 2-6g.

UCMJ, Article 136(b)(4). Cited in paragraph 2-6g.

USFK Pam 385-2 (Guide to Safe Driving in Korea). Cited in paragraph 2-6e(5).

USFK Reg. 27-5 (Individual Conduct and Appearance). Cited in paragraph 2-6g.

USFK Reg. 190-7 (Installation Access Control System). Cited in paragraph 5-4e(3)(e), 5-4e(4)(c)
and Appendix J.

USFK Reg. 526-11 (United States Forces Korea Relations with Korean Nationals Condolence Visits
and Solatium Payments). Cited in paragraphs 3-15c and 5-14d(1).

USFK Reg. 672-20 (Defense Awards and Decorations). Cited in paragraph 4-1a.

Appendix B

SAEDA Briefing for ROKA Personnel Assigned/Attached To U.S. Army Units in the ROK (Bilingual)

The governments of the Republic of Korea (ROK) and the United States (U.S.) are greatly concerned over North Korea's increasing subversive activities in the ROK and related efforts to collect information pertaining to both the ROK and U.S. military establishments. As you undoubtedly know from the various news media, the ultimate goal of North Korea is to place all of Korea under communist rule. The subversive activities and espionage operations of North Korean intelligence agents are directed toward that end. The Korean people, with memories of the Korean War, fully understand the evils of international communism and the violent actions, which may be used in an effort to impose communism on a democratic society.

Nations have always kept secret their strengths and weaknesses as a defense against their enemies, both actual and potential. Every nation, no matter how large or small, has its own intelligence service. Because the efforts of North Korean intelligence agencies are actively directed at subverting the ROK populace, undermining U.S.-ROK relations, and collecting military information, it is necessary that an effective security program be in operation constantly to defend against these hostile activities and protect the defense posture of the ROK. High fences, security guard forces, complicated safes and locks, personnel security investigations, and other security procedures are used for this purpose. However, the main weakness in any security program, no matter how well planned or carried out, is the individual. Because you are employed in a U.S. Army activity, the efforts of professional, dedicated, well-trained communist agents are targeted against you. Through you, a North Korean agent may see the possibility of obtaining information, which, along with information from other sources, could be useful in North Korea's anti-ROK operations.

It is not easy to spot a North Korean espionage agent. Some of the infiltrators from North Korea could possibly be detected because of their speech, mannerisms, or lack of knowledge of everyday life in the ROK. However, some of these espionage agents may be ROK residents who have been recruited by North Korean infiltrators to perform espionage for North Korea. Some may be former residents of South Korea who defected during the Korean conflict and later infiltrated to the ROK with the intent of carrying out espionage activities. These agents, unless they are foolish, will attempt to live like any ordinary, loyal citizens of the ROK. Such a person could possibly be one of your friends or neighbors. Although they may be perfectly loyal to the ROK, ROK residents with relatives in North Korea are considered potential targets for recruitment by North Korean intelligence services. A person who disappears from his place of residence without explanation and later reappears could be suspected. He could possibly have been away to receive agent training. Persons who listen to North Korean radio broadcasts late at night may warrant suspicion. North Korea transmits instructions to its agents in the ROK by codes in these broadcasts. Some espionage agents enter the ROK as legal travelers from third countries. The Chosen Soren, a procommunist organization of Korean residents in Japan, has a South Korean espionage operations department, which recruits, trains, and infiltrates espionage agents into the ROK. Attempts are made by the Chosen Soren to recruit ROK citizens traveling or visiting in Japan. Regardless of whether the espionage agents are controlled from North Korea or Japan, the military intelligence information they are able to collect will be used against your country.

Although an enemy agent can gather a considerable amount of information from unsuspecting persons, he can further his goals if he can approach and recruit a person in a position to furnish more of the information he seeks. The approach and recruitment of a person by North Korean agents is seldom a careless effort, but is usually a long, well-planned undertaking. He may seek the friendship of the individual whom he wishes to recruit through a mutual interest or on the basis of blood relationship or past friendship. He may introduce himself through a mutual acquaintance and

seek your association in a more direct manner. North Korean intelligence services will attempt to recruit persons who believe in communism but will settle for a person who will cooperate due to threats directed against relatives in a communist country. Communist agents care little how they accomplish their goals and believe that the end result justifies the means. The goal, as stated before, is to communize all of Korea. Communist agents are willing to use blackmail, terror, bribery, deceit, threats, and use various guises in the collection of military information. They may even solicit information under the guise of being an agent of a ROK governmental agency.

"Loose talk" is probably the most dangerous counterintelligence problem for the security of ROK and U.S. military forces and is an important source of information to enemy agents. As an employee of this installation, you might frequently see and hear information concerning the mission, strength, plans, equipment, and activities of the U.S., which would be of interest to our common enemy. Many people think that it is all right to discuss these activities or operations with outsiders, relatives, and neighbors. This is one of the greatest dangers. Enemy agents gather bits of conversation here, bits of military information there, and by putting the pieces together in North Korea, they will know our plans, strengths, and intentions.

All of you here today are trusted citizens, or you would not be here. You are relied upon and required to report any suspicion you may have of espionage against the U.S. and ROK Forces. Any person or activity, which seems suspicious to you, should be reported immediately. Do not worry about whether or not your suspicion will turn out to be true or false or appear foolish. If you have a suspicion, report it to your commander or S-2. Never attempt to investigate on your own. This is a difficult and possibly dangerous undertaking that should be done only by trained investigative personnel. If you are approached for information, do not say yes or no to the request, but ask for time to think about the matter. Be observant, and be able to supply the identity or an accurate description of the person who made the approach, the nature of information sought, circumstances of the meeting, and the arrangements made for a later meeting. In doing this, you may have the opportunity of providing a great service to the Republic of Korea and the Eight United States Army.

Since the United States Government is committed to aid the ROK in its defense against its enemies, any espionage directed against the U.S. Army is harmful to the overall security of the ROK.

(Signature)

(Name and Rank)

(Date)

Appendix C

KTA Program of Instruction

C-1. The KTA program of instruction is a three-week program that provides orientation, basic military skills, English, and common task training to newly assigned KATUSA Soldiers.

C-2. Unit commanders must ensure that KATUSA Soldiers are trained on critical position common and duty specific tasks that support the units METL.

TRAINING SUBJECTS

U.S. Army Orientation
Establishment of Administrative and Finance Records
Military Customs and Courtesies
Drill and Ceremonies
English Language Training
Physical Training
Basic Military Skills
First Aid
Map Reading
Rifle Marksmanship
Graduation

Appendix D
Bilingual Liability Letter and List of ROK District Compensation Committees

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-5236

TO WHOM IT MAY CONCERN

The U.S. Government owns this vehicle, and therefore the driver is not expected to carry private liability insurance. If the vehicle is involved in an accident, the victim may file a claim with the closest District Compensation Committee. The ROK and U.S. Governments IAW the ROKA State Redress Act and ROK-U.S. SOFA will then adjudicate the claim.

In the event of accident, the U.S. Armed Forces Claims Service should be immediately contacted at Seoul, **738-8219 (02-7918-8219)**. Claims Service Personnel will provide information on how to file a claim and what compensation is available to injured parties.

In view of victim compensation procedures established by the SOFA, the U.S. respectfully requests that the driver of this vehicle not be incarcerated or prosecuted solely because of failure to carry private liability insurance on this vehicle when this vehicle is driven in official performance of duties.

Encl
1. LIST OF ROK DISTRICT
COMPENSATION COMMITTEES

Mark A. Smith
Colonel, General Staff
Chief of Staff

LIST OF ROK DISTRICT COMPENSATION COMMITTEES

SEOUL DISTRICT COMPENSATION COMMITTEE

1724, Socho-dong, Socho-gu, Seoul

Tel: **(02) 530-3628**

TAEJON DISTRICT COMPENSATION COMMITTEE

1390, Dunsan-dong, So-gu, Taejon

Tel: (042) 470-3258

TAEGU DISTRICT COMPENSATION COMMITTEE

458-2, Bomo 2-dong, Susong-gu, Taegu

Tel: (053) 740-4673

PUSAN DISTRICT COMPENSATION COMMITTEE

1501, Goje-dong, Yonje-gu, Pusan

Tel: (051) 656-3274

KWANGJU DISTRICT COMPENSATION COMMITTEE

342-1, Jisan-dong, Dong-gu, Kwangju

Tel: (062) 231-3264

INCHON DISTRICT COMPENSATION COMMITTEE

983, Juan 6-dong, Nam-gu, Inchon

Tel: (032) 420-4672

SUWON DISTRICT COMPENSATION COMMITTEE

80, Wonchon-dong, Paldal-gu, Suwon, Kyeonggi-do

Tel: (031) 210-4570

CHUNCHON DISTRICT COMPENSATION COMMITTEE

356, Hyoja 2-dong, Chuncheon, Kangwon-do

Tel: (033) 240-4646

CHONGJU DISTRICT COMPENSATION COMMITTEE

93-1, Sugok-dong, Hungdok-gu, Chongju, Chungbuk-do

Tel: (043) 270-8674

ULSAN DISTRICT COMPENSATION COMMITTEE

635-3, Ok-dong, Nam-gu, Ulsan

Tel: (052) 228-4672

CHANGWON DISTRICT COMPENSATION COMMITTEE

1, Sapa-dong, Changwon, Kyongnam

Tel: (055) 239-4436

JONJU DISTRICT COMPENSATION COMMITTEE

1416-1, 1-ga, Dokjin-dong, Dokjin-gu, Jonju, Jonbuk-do

Tel: (063) 259-4673

JEJU DISTRICT COMPENSATION COMMITTEE

950-1, Yido 2-dong, Jeju

Tel: (064) 729-4579

Appendix E

List of Reproducible Blank Forms and Downloads

The following *-R-E forms are required forms by this regulation and must be accessed through the Army in Korea Homepage, http://8tharmy.korea.army.mil/q1_AG/. When this site opens, click on Publications, then click on Forms and then scroll down until you find the form you are looking for.

- EA Form 247-R-E (KATUSA CMAS Voucher Register)
- EA Form 333-R-E (Clothing Monetary Allowance System (CMAS) for KATUSA Personnel)
- EA Form 656-R-E (KATUSA Soldier Snack Bar Daily Sales Voucher)
- EA Form 657-R-E (KATUSA Soldier KATUSA MOS Certificate Training Record)
- EA Form 658-R-E (KATUSA Soldier Snack Bar/Game Machine Monthly Sales Statement)
- EA Form 997-R-E (KATUSA Comfort Kit (KCK) Monthly Company Roster)
- EA Form 998-R-E (KATUSA Haircut Coupons (KHC) Monthly Issue Roster)
- EA Form 998-1-R-E (KATUSA Haircut Coupons (KHC) Issue Log)
- EA Form 998-2-R-E (KATUSA Haircut Coupons (KHC) Destruction Log)
- EA Form 999-R-E (KATUSA Soldier Athletic Shoe Issue Roster)

*-R-E forms can be locally reproduced on 8 ½ by 11-inch bond paper and can be downloaded from the Army in Korea Homepage, http://8tharmy.korea.army.mil/q1_AG/.

Appendix F

Preparation of DA Form 3078 (Personal Clothing Request)

F-1. DA Form 3078 is the form used to initiate, procure, and post costs incident to the repair or replacement of personal clothing and/or organizational clothing and equipment. The need to initiate a DA Form 3078 occurs at two points: at initial issue, and after the unit commander or his designee has determined that an item of clothing is either repairable or is beyond repair and should be replaced and the KATUSA Soldier concerned has sufficient CMAS credits accrued to pay for the purchase. DA Form 3078 is also used for initial issue shortages.

F-2. After the unit commander or his designee has determined that any of these issues or purchases, must be made, the unit supply sergeant (U.S.) will ensure DA Form 3078 is prepared for the commander's signature. DA Form 3078 will be prepared IAW the following examples:

| <u>Purpose</u> | <u>Figure</u> |
|---|---------------|
| Initial issue | F-1 |
| For shortage issue of items that were not available when a KATUSA received his initial issue at KTA, see subparagraph 7-3b. | F-2 |
| CMAS purchase, see paragraph 7-7. | F-3 |
| Authorized CMAS purchases. | F-4 |
| Unauthorized KATUSA CMAS purchases. | F-5 |

F-3. The U.S. Supply Sergeant will initial the left corner of the statement to be signed by the commander. The commander will not sign the DA Form 3078 until the U.S. Supply Sergeant's initials are in place next to the commander's statement.

F-4. Supplemental issues will be issued on a DA Form 2765-1 and through the servicing class II and IV source, not a DA Form 3078 via the CSS.

| PERSONAL CLOTHING REQUEST For use of this form, see AR 700-84; the proponent agency is DCSLOG (SEE REVERSE FOR PRIVACY ACT STATEMENT) | | | | | | | | | | 1. DOCUMENT NO. | 2. VOUCHER NO. | 3. DATE | | | | | | | |
|---|---|--------------------------|-----------------|----------|---|----------------|-------------|---|---|--|----------------|-------------------------|--|----------|--|----------------|-------|----------------|--------|
| 4. NAME (Last, First, MI) Choo, Hyun Suk | | | | | 8. DODAAC | | 9. PRIORITY | | 10. ARMY MILITARY CLOTHING SALES STORE CRC AMCSS | | | | | | | | | | |
| 5. SSN KA 9607-7017 | | | 6. GRADE E-2 | | 11. CATEGORY (Check one) <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> NG <input type="checkbox"/> USAR <input type="checkbox"/> IMA <input type="checkbox"/> AGR <input type="checkbox"/> IRR | | | 12. TYPE OF TRANSACTION <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Gratuitous <input type="checkbox"/> Replacement <input type="checkbox"/> Supplemental <input type="checkbox"/> Exchange <input type="checkbox"/> Temporary <input type="checkbox"/> Individual Charge Sale | | | | | | | | | | | |
| 7. ORGANIZATION KTA, EUSA G4 Training Divisions APO AP 96271 | | | | | 13. INVENTORY DATE BY | | | 14. PHONE NO. 732-6495 | | 15. POSTED DATE BY | | | | | | | | | |
| | | | | | 16. AUTHORIZED BY EUSA Reg 600-2, Chapter 6 | | | 17. APPROVED BY ROBERT A. ABSTON, MSG, USA CHIEF INSTRUCTOR | | | | | | | | | | | |
| | | | | | | | | 18. DATE APPROVED 3 Jan 02 | | | | | | | | | | | |
| 19. QNTY REQ. ISS | | 20. ARTICLES (Common) | | 21. SIZE | | 22. UNIT PRICE | | 23. TOTAL COST | | 24. QNTY REQ. ISS | | 25. ARTICLES (Male) | | 26. SIZE | | 27. UNIT PRICE | | 28. TOTAL COST | |
| 1 | 1 | Bag, Duffel | | | | 18.60 | 18.60 | | | | | Buckle, Brass | | | | | | | |
| 2 | 2 | Belt, Trousers | | | | 2.00 | 4.00 | | | | | Cap, Garrison, AG | | | | | | | |
| 2 | 2 | Boot, Combat | | | | 76.00 | 152.00 | | | | | Coat, All Weather | | | | | | | |
| 1 | 1 | Buckle, Black | | | | 0.45 | 0.45 | | | | | Coat, Poly/Wool, AG | | | | | | | |
| 1 | 1 | Cap, Camouflage | | | | 7.05 | 7.05 | 6 | 6 | | | Drawers, Brown | | | | 1.80 | 10.80 | | |
| 2 | 2 | Coat, Camou, HW | | | | 26.80 | 53.60 | | | | | Necktie, Black | | | | | | | |
| 2 | 2 | Coat, Samou, Temp. | | | | 23.15 | 46.30 | | | | | Shirt, LS, AG | | | | | | | |
| 1 | 1 | Coat, Camou, CW | | | | 58.35 | 58.35 | | | | | Shirt, SS, AG | | | | | | | |
| | | Gloves, Blk, Unisex | | | | | | | | | | Shoes, Oxford | | | | | | | |
| 2 | 2 | Glove, Inserts | | | | 1.45 | 2.90 | | | | | Socks, Cotton/Nylon | | | | | | | |
| 1 | 1 | Glove, Flexor, LD | | | | 19.00 | 19.00 | | | | | Trousers, Poly/Wool, AG | | | | | | | |
| | | Handkerchief, Brown | | | | | | | | | | Undershirt, White | | | | | | | |
| 5 | 5 | Socks, Wool | | | | 1.45 | 7.25 | | | | | 29. ARTICLES (Female) | | | | | | | |
| | | Sweatpants, Gray | | | | | | | | | | Cap, Garrison, AG | | | | | | | |
| | | Sweatshirt, Gray | | | | | | | | | | Coat, All Weather | | | | | | | |
| | | T Shirt, Gray | | | | | | | | | | Coat, Poly/Wool, AG | | | | | | | |
| 2 | 2 | Towel, Bath | | | | 3.30 | 6.60 | | | | | Handbag, Black | | | | | | | |
| 2 | 2 | Trousers, Camou, HW | | | | 28.10 | 56.20 | | | | | Necktab, Universal | | | | | | | |
| | | Trunks, GP, Gray | | | | | | | | | | Shirt, LS, AG | | | | | | | |
| 2 | 2 | Trousers, Camou, Temp | | | | 24.40 | 48.80 | | | | | Shirt, SS, AG | | | | | | | |
| 4 | 4 | Undershirt, Brown | | | | 3.55 | 14.20 | | | | | Shoes, Oxford | | | | | | | |
| 1 | 1 | EN HW BDU Cap | | | | 4.30 | 4.30 | | | | | Skirt, Poly/Wool, AG | | | | | | | |
| 1 | 1 | PT Cap | | | | 2.85 | 2.85 | | | | | Slacks, Poly/Wool, AG | | | | | | | |
| 1 | 1 | PFU, Jacket, Gry/Blk | | | | 55.60 | 55.60 | | | | | KTA SUPPLY ISSUED | | | | | | | |
| 1 | 1 | PFU, Black Pants | | | | 28.80 | 28.80 | | | | | Shoes, Athletics | | | | | | | |
| 1 | 1 | PFU, T-Shirt L/S | | | | 7.90 | 7.90 | 1 | 1 | | | Socks (3 pack) | | | | | | | |
| 2 | 2 | PFU, T-Shirt S/S | | | | 6.10 | 12.20 | 1 | 1 | | | TOTAL VALUE | | | | | | | 638.45 |
| 2 | 2 | PFU, Black Trunks | | | | 10.35 | 20.70 | | | | | | | | | | | | |
| 30. REMARKS KATUSA | | | | | | | | | | 31. SIGNATURE OF RECIPIENT Choo, Hyun Suk | | | | | | | | | |

DA FORM 3078, MAY 93

EDITION OF JUN 91 WILL BE USEABLE UNTIL EXHAUSTED

USAPPC V1.00

Figure F-1. Personal Clothing Request - Initial Issue

| PERSONAL CLOTHING REQUEST | | | | | | | | | | 1. DOCUMENT NO. | 2. VOUCHER NO. | 3. DATE |
|---|--|---------------------------------------|--|--|--------------------------------|---------------|---|-----------------------|---|------------------------|-------------------------------------|----------|
| For use of this form, see AFM 700-84, the predecessor agency to DCS LOG (SEE REVERSE FOR PRIVACY ACT STATEMENT) | | | | | | | | | | 2305-0005 | | 1 Dec 92 |
| 4. NAME (Last, First, MI) KIM, Hyop Ku | | | | | 5. DOOMAD W3103T | | 6. PRIORITY 12 | | 10. ARMY MILITARY CLOTHING SALES STORE Yongean AMCSS | | | |
| 7. SSN KA7115-3686 KATUSA | | | | | 8. GRADE E-2 | | 11. CATEGORY (Check one) <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> NG <input type="checkbox"/> USAR <input type="checkbox"/> IMA <input type="checkbox"/> ADR <input type="checkbox"/> INR | | 12. TYPE OF TRANSACTION <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Replacement <input type="checkbox"/> Exchange <input type="checkbox"/> Individual Charge Sale <input type="checkbox"/> Gratuitous <input type="checkbox"/> Supplemental <input type="checkbox"/> Temporary | | | |
| 9. ORGANIZATION HHC, 34th Support Group APO 96301-0009 | | | | | 13. INVENTION DATE BY | | 14. PHONE NO. 723-4432 | | 15. POSTED DATE BY | | 16. AUTHORIZED BY EUSA Reg 600-2 | |
| 17. APPROVED BY Howard McCord, CPT, QM | | | | | 18. DATE APPROVED 20 Oct 90 | | | | | | | |
| 19. QTY. REQ. ISS. | | 20. ARTICLES (Common) | | | 21. SIZE | 22. UNIT COST | 23. TOTAL COST | 24. QTY. REQ. ISS. | | 25. ARTICLES (Male) | | |
| | | Belt, Duffel | | | | | | | | Buckle, Brass | | |
| | | Belt, Trousers | | | | | | | | Cap, Garrison, AG | | |
| | | Boot, Combat | | | | | | | | Coat, All Weather | | |
| | | Buckle, Black | | | | | | | | Coat, PolyWood, AG | | |
| | | Cap, Camouflage | | | | | | | | Dress, Brown | | |
| | | Coat, Camou, HW | | | | | | | | Hackle, Black | | |
| | | Coat, Camou, Temp. | | | | | | | | Shirt, LS, AG | | |
| 2 | | Coat, Camou, CW | | | | 44.75 | 44.75 | | | Shirt, SS, AG | | |
| | | Gloves, Blk, Unisex | | | | | | | | Shoes, Oxford | | |
| | | Glove, Insulate | | | | | | | | Socks, Cotton/Wool | | |
| | | Glove, Shell | | | | | | | | Trousers, PolyWood, AG | | |
| | | Socks, Wool | | | | | | | | | | |
| | | Sneel, Ball | | | | | | | | | | |
| | | Trousers, Camou, HW | | | | | | | | | | |
| | | Trousers, Camou, Temp. | | | | | | | | | | |
| | | Undershirt, Brown | | | | | | | | | | |
| | | Undershirt, White | | | | | | | | | | |
| | | 175 | | | | | | | | | | |
| | | I certify the above listed item is | | | | | | | | | | |
| | | authorized IAW EUSA Reg 600-2 to | | | | | | | | | | |
| | | complete the soldier's initial issue. | | | | | | | | | | |
| | | Howard McCord | | | | | | | | | | |
| | | CPT, QM | | | | | | | | | | |
| | | Commanding | | | | | | | | | | |
| * 2d field jacket, if required, should be issued within 30 days after his arrival to his unit. | | | | | | | | | | | | |
| 26. REMARKS "KATUSA" | | | | | | | | | 31. SIGNATURE OF RECIPIENT Kim, Hyop Ku | | | |
| | | | | | | | | | TOTAL VALUE 44.75 | | | |

SAMPLE

DA FORM 3078, NOV 80

EXTENSION OF JAN 87 IS OBSOLETE

Figure F-2. Personal Clothing Request - Shortage Issue

| PERSONAL CLOTHING REQUEST | | | | | 1. DOCUMENT NO. | | 2. VOUCHER NO. | | 3. DATE (YYYYMMDD) | | | |
|--|-----|------------------------------------|--|-----------------|---------------------|------------------------------------|---|---|---|------------------------------------|------|--|
| For use of this form, see AR 700-84, the proponent agency is DCS, G-4. (SEE REVERSE FOR PRIVACY ACT STATEMENT) | | | | | 091020 | | | | 20091020 | | | |
| 4. NAME (Last, First, MI) HONG, KIL DONG | | | | | 8. DODAAC W3103T | | 9. PRIORITY 12 | | 10. ARMY MILITARY CLOTHING SALES STORE Yongsan AMCSS | | | |
| 5. SSN KA 08-12341234 | | | | | 6. GRADE E-3 | | 11. CATEGORY (Check one) <input checked="" type="checkbox"/> Active Army <input type="checkbox"/> NG <input type="checkbox"/> USAR <input type="checkbox"/> IMA <input type="checkbox"/> AGR <input type="checkbox"/> IRR | | 12. TYPE OF TRANSACTION <input type="checkbox"/> Initial <input type="checkbox"/> Gratuitous <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Supplemental <input type="checkbox"/> Exchange <input type="checkbox"/> Temporary <input type="checkbox"/> Individual Charge Sale | | | |
| 7. ORGANIZATION HHC, USAG-Y, IMCON-K APO AP 96205-5236 | | | | | | | | | | | | |
| 13. INVENTORY | | 14. PHONE NO. | | 15. POSTED | | 16. AUTHORIZED BY AK Reg. 600-2 | | | | | | |
| DATE (YYYYMMDD) | | BY | | DATE (YYYYMMDD) | | BY | | 17. APPROVED BY HAWORD MCMARD, CPT, QM | | | | |
| | | | | | | | | 18. DATE APPROVED (YYYYMMDD) 20091021 | | | | |
| 19. QNTY | | 20. ARTICLES (Common) | | 21. SIZE | | 22. UNIT PRICE | | 23. TOTAL COST | | 24. QNTY | | |
| REQ | ISS | | | | | | | | | 25. ARTICLES (Male) | | |
| | | Bag, Duffel, Nylon OG | | | | | | | | Belt, Trs, Web Blk, 45", nickel | | |
| | | Belt, Riggers, Desert Sand 503 | | | | | | | | Buckle, Belt, Web, Nickel | | |
| | | Boot, Combat, HW, Tan | | | | | | | | Coat, All Weather, Dbl Breasted | | |
| | | Socks, Combat, TW, Type II, Tan | | | | | | | | Coat, Poly/Wool, AG 489 | | |
| | | Beret, Wool Black Shade 1593 | | | | | | | | Drawers, Men's Brief, Class 3-Sand | | |
| | | Cap, Patrol, Army Combat Uniform | | | | | | | | Necktie, Blk, 56-57.5" Long | | |
| | | Cap, Synthetic Micro fleece, Green | | | | | | | | Shirt, Cotton/Poly, Green, L/S | | |
| | | Coat, Army Combat Uniform | | | | | | | | Shirt, Cotton/Poly, Green, S/S | | |
| | | Coat, Cold Weather, Field Jacket | | | | | | | | Shoes, Black, Poromeric | | |
| | | Gloves, Flexor, Light Duty | | | | | | | | Trousers, Poly/Wool AG 489 | | |
| | | Glove, Inserts, Cold, Black | | | | | | | | Undershirt, White, Ctn Crew Neck | | |
| | | Gloves, Leather, Black, Unisex | | | | | | | | | | |
| | | PFU, Jacket | | | | | | | | | | |
| | | PFU, Pants | | | | | | | | | | |
| | | | | | | | | | | 29. ARTICLES (Female) | | |
| I | I | PFU, Shirt, L/S | | | | 7.60 | | 7.60 | | Belt, Trousers, Canvas, Blk 1" | | |
| | | PFU, Shirt, S/S | | | | | | | | Buckle, Belt, Socks, 1 1/8" | | |
| | | PFU, Trunks | | | | | | | | Slacks, With Belt Loops, AG 489 | | |
| I | I | Sock, Boot, Green | | | | 2.20 | | 2.20 | | Coat, All Weather, Dbl Breasted | | |
| | | Sock, Liner, Poly/Nylon, Black | | | | | | | | Coat, Poly/Wool, AG 489 | | |
| | | Trousers, Army Combat Uniform | | | | | | | | Neck Tab | | |
| | | T-Shirt, Sand Color, Moisture-Wick | | | | | | | | Shirt, Tuck-in AG 415, L/S | | |
| | | Towel, Bath, Brown | | | | | | | | Shirt, Tuck-in AG 415, S/S | | |
| | | | | | | | | | | Shoes, Black, Poromeric | | |
| | | | | | | | | | | Skirt, Dress, AG 489 | | |
| I attest that the individual named hereon has \$41.14 CMAS credit accrued as of 20 Nov 09 as reflected on DA Form 333 and will be charged against his CMAS, AK Reg. 600-2. | | | | | | | | | | | | |
| 30. REMARKS HAWARD MCMARD CPT, QM Commanding | | | | | | | | | TOTAL VALUE | | 9.80 | |
| | | | | | | | | | 31. SIGNATURE OF RECIPIENT | | | |

DA FORM 3078, JAN 2006

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.00

Figure F-3. CMAS Purchases

AUTHORIZED CMAS PURCHASES

Listed below are the maximum quantities of authorized CMAS purchases that can be purchased at during the service time of a KATUSA Soldier with the Army Unit.

| ITEM OF ISSUE | QUANTITY ISSUED |
|--|-----------------|
| Bag, Duffel, Nylon, OD | 1 Each |
| Belt, Riggers, Desert Sand 503 | 2 Each |
| Boots, Combat, (Temperate Weather, Type II, Tan) | 2 Pairs |
| Cap, Patrol, Army Combat Uniform | 2 Each |
| Coat, Army Combat Uniform | 4 Each |
| Coat Cold Weather (BDU Field Jacket); (or ACU Field Jacket if available) | 1 Each |
| Drawers, Men's Brief, Class 3-Sand | 6 Pairs |
| Glove Inserts, wool, OG 108 | 2 Pairs |
| Glove, Flexor, Light Duty | 1 Pair |
| Physical Fitness Uniform, Shirt (S/S) | 2 Each |
| Physical Fitness Uniform, Shirt (L/S) | 1 Each |
| Physical Fitness Uniform, Pants, Long, Black | 2 Each |
| Physical Fitness Uniform, Jacket, Gray/Black | 1 Each |
| Physical Fitness Uniform, Trunks, Black | 2 Each |
| Cap. Pullover, Black PT | 1 Each |
| Socks, man's wool cushion sole, OG 408 | 5 Pairs |
| Towel, Bath, Brown | 2 Each |
| Trousers, Army Combat Uniform | 4 Pairs |
| T-Shirt, Sand Colored, Moisture Wicking | 4 Each |
| Beret, Black (NSN; 8405-01-089-0137) | 2 Each |

Figure F-4. Authorized CMAS Purchases

UNAUTHORIZED KATUSA CMAS PURCHASES

KATUSA Soldiers are only authorized the use of CMAS Funds to purchase items listed in Appendix F, Figure F-4. Authorized CMAS Purchases, F-5

- Bag, barrack, cotton sateen OG 107
- Boots, jungle
- Cap, cold weather ACU
- Cap, cold weather, black nylon
- Drawers, 50% cotton and 50% wool, cold weather (long johns)
- Undershirt, 50% cotton and 50% wool, cold weather (long johns)
- Gloves, dress
- Handkerchiefs
- Socks, white, athletic
- Socks, black, cotton
- Shoes, athletic
- Shoes, dress
- Poncho, coated nylon twill, OG 107
- Undershirt, cotton, white, ¼-length sleeves
- Buckle, belt, brass
- Shirt, cotton, polyester green, qtr length, AG 415
- Trouser, polyester-wool, tropical AG 344

Figure F-5. Unauthorized KATUSA CMAS Purchases

Appendix G

Instructions for Preparation of EA Form 333-R-E (Clothing Monetary Allowance System (CMAS) For KATUSA Personnel)

G-1. Initiation

EA Form 333-R-E (sample figure G-1) will be initiated within the first week of the month following the KATUSA Soldier's completion of 180 days of service with Army in Korea. For example, EA Form 333-R-E would be prepared no later than 7 June for a KATUSA Soldier who completed 180 days service with the Army in Korea on any date in May. Complete the form as follows:

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|----------------------------|--|---|---|
| UNIT | Ink | Complete designation of the unit to which the KATUSA is currently assigned | HHC, Area II Spt DOL |
| NAME | Ink | Last name, first name. | PARK, Song Kyo |
| RANK | Pencil | Current rank of KATUSA. | E4 |
| SERVICE NUMBER | Ink | Service number of KATUSA. | KA08-12341234 (consists of eight digits with a hyphen between the fourth and fifth digits). |
| CMAS ELIGIBILITY DATE | Ink | Exact date on which the KATUSA completed 180 days possession of initial issue clothing as indicated on DA Form 3078 (AMCSS issue date). | 13 May XX |
| ETS | Ink | Date the KATUSA is to be discharged from the ROKA. | 7 Nov XX |
| MONTH | Ink | Month and year the KATUSA completed 180 days service with the Army in Korea (using only authorized abbreviations). | May XX |
| CMAS CREDIT | Ink | Amount of initial credit. | \$4.68, Form first month of eligible from table 6-2, AK Reg. 600-2 (Preceded by the dollar sign and including a zero to the left on the decimal (\$0.76) when the amount is less than one dollar).. |
| CMAS SPENT | | Leave blank. | |
| UNIT VOUCHER NO. | | Leave blank. | |
| CSS CONTROL NO. | | Leave blank. | |
| CMAS BALANCE | Ink | Same as that entered in the CMAS CREDIT column. | \$4.68 |
| DATE/POSTED BY | Date: Ink or stamped. Signature: black ink. | Date posted and signature of the unit commander or designated representative who has been authorized to maintain the EA Form 333-R-E. | 15 Apr XX |

G-2. POSTING MONTHLY ACCRUED CREDITS. Each month during the first week, the previous month's CMAS accrued credit must be posted to the EA Form 333-R-E. Enter the following on the next blank line:

| BLOCK COLUMN | METHOD OF ENTRY | ENTER | EXAMPLE |
|---------------------|----------------------------|--|----------------|
| MONTH | Ink | Month and year CMAS credit accrued (using only authorized abbreviations). | JUN XX |
| CMAS CREDIT | Ink | Amount of previous month's accrued credit. | \$7.26 |
| CMAS SPENT | Leave blank. | | |
| UNIT VOUCHER NO. | Leave blank. | | |
| CSS CONTROL NO. | Leave blank. | | |
| CMAS BAL | Ink | Amount of previous CMAS Bal plus \$7.26. | \$11.94 |
| DATEIPOSTED | Date: ink or stamped | Date posted and signature of the unit commander or designated representative who has been authorized to maintain | 2 JUL XX |

G-3. POSTING DEBITS. Reflecting debits brought about by sales is a two-step process:

a. Step 1. As the DA Form 3078 is initiated and the EA Form 247-R-E is posted, enter the following on the next blank line:

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|----------------------------|---|--|-----------------------|
| MONTH | Ink | Month and year in which the DA Form 3078 was initiated (using only authorized abbreviations). | Aug 08 |
| CMAS CREDIT | Leave blank. | | |
| CMAS SPENT | Leave blank until completion in Step 2. | | |
| UNIT VOUCHER NO. | Ink | Julian date and document serial number extracted from JULIAN DATE block and SUPPLY TRANS NO. block of EA Form 247-R-E (consists of two 4-digit numbers with a hyphen between the fourth and fifth digits). | 2235-0001 |
| CSS CONTROL NO. | Leave blank until completion in Step 2. | | |
| CMAS BAL | Leave blank until completion in Step 2. | | |

DATE/POSTED BY Leave blank until
completion in Step 2.

b. Step 2. When the completed copy of the DA Form 3078 is received from the CSS, enter the following on the same line where the unit voucher number has already been entered under the UNIT VOUCHER NO. column:

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|---|-----------------------------------|---|-----------------------|
| CMAS SPENT: SALES or REPAIR (as appropriate). | Ink | Dollar amount reflected in TOTAL VALUE block of DA Form 3078 (preceded by the dollar sign and including a zero to the left of the decimal (\$0.26) when the amount is less than one dollar). | \$7.26 |
| CSS CONTROL NO. | Ink | Number entered in the VOUCHER NUMBER block of DA Form 3078 by the servicing CSS. | 92-5443-K |

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|--------------------------------|--|---|-----------------------|
| CMAS BAL | Ink | Amount of previous CMAS BAL minus amount reflected on this line under the applicable CMAS SPENT column (preceded by the dollar sign and including a zero to the left of the decimal (\$0.94) when the amount is less than one dollar). | \$11.94 |
| DATE/POSTED BY | Date: Ink or stamped. Signature: permanent black ink. | Date posted and signature of the unit commander or designated representative who has been authorized to maintain the EA Form 333-R-E. | 25 Aug 08 |
| CMAS CORRECTED ERRORS | Ink | Date the EA Form 333-R-E, if a plus error (+), if a negative error (-) and perform the arithmetical function. | |

TO SEE A SAMPLE – GO TO HARD COPY OF PUBLICATION.

[illegible]

Figure G-1. Clothing Monetary Allowance System (CMAS) for KATUSA Personnel

Appendix H

Preparation of EA Form 247-R-E (KATUSA CMAS Voucher Register)

EA Form 247-R-E is used for historical documentation and to provide an audit trail for CMAS actions in much the same manner as DA Form 2064 is used in normal accountability and cross-referencing of supply actions. One is initiated at the beginning of each calendar year and is closed out at the end of that same calendar year. (See sample figure H-1.)

H-1. Initiation

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|------------------------------------|-----------------------------------|--|--|
| ELEMENT KEEPING THE REGISTER | Ink | Complete designation of the unit maintaining CMAS credits for KATUSA personnel (including full APO identification). | HHC, Area II Support Activity APO AP 96205-0010 |
| DOD ACTIVITY ADDRESS CODE | Ink | Unit DODAAC. | W53C4E |
| UNIT IDENTIFI- CATION CODE | Ink | Assigned code for the unit. | WAJJCC |
| NUMBER | Ink | Applicable number ascending sequentially from 1. | 1 |

H-2. When the DA Form 3078 is initiated, it is identified by its own unique 8-digit number consisting of the Julian date and a sequential number for each transaction on that Julian date. Enter the following on the next blank line of EA Form 247-R-E.

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|--|-----------------------------------|---|-----------------------|
| JULIAN DATE (column a) | Ink | Julian date on which the entry is being made (consists of 4 digits). | 2305 |
| SUPPLY TRANS NO. (column b) | Ink | Supply transaction number for that specific voucher (consists of 4 digits); use the serial no. assigned by PBO. | 0400 |
| For example, if the PBO's memorandum assigns 0400-0499 for KATUSA CMAS VOUCHER REGISTER, the first voucher number of the day would be the Julian date followed by 0400. The second voucher number of the day would be the Julian date followed by 0401 and so forth. | | | |

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|---------------------------------------|-------------------------------|--|----------------------------------|
| CONTROL NO. (column c) | Leave blank for now. | | |
| NAME, RANK, SERVICE NO. (column d) | Ink | Last name, first name, and middle name (in CAPS) and the service number of the KATUSA to whom the entry applies. | PARK, SONG KYO CPL, 1485-3872 |
| SUPPLY SPT ACTIVITY (column e) | Ink | Name of servicing CSS that will process the DA Form 3078. | Yongsan CSS |
| All other columns (columns f-h) | | Leave blank for now. | |

H-3. When the completed copy of the DA Form 3078 is received from the servicing CSS, enter the following on the applicable lines of the EA Form 247-R-E.

| <u>BLOCK COLUMN</u> | <u>METHOD OF ENTRY</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|------------------------------|-------------------------------|---|-----------------------|
| CONTROL NO. (column c) | Ink | The CSS voucher number that appears in the VOUCHER NUMBER block of the DA Form 3078. | 92-5443-K |
| PURCHASE COST (column f) | Ink | Exact total cost of the sales reflected in the TOTAL VALUE block of a DA Form 3078 that is initiated for the purchase of personal clothing. | 3.28 |
| DATE COMPLETED (column g) | Ink | Julian date on which the copy of the completed DA Form 3078 was received from the servicing CSS. | 2309 |
| | | If the DA Form 3078 was canceled, the Julian date was canceled; enter the letter "C" (for canceled). | N/A |
| REMARKS (column h) | Ink | Julian date the applicable EA Form 333-R-E was posted debiting the KATUSAs account (i.e., the Julian date equivalent of what was posted in the DATE/POSTED BY column of the EA Form 333-R-E) and the initials of the individual authorized to post the entry. | 2309 MLJ |

Appendix I

KATUSA Comfort Kit Requisition

I-1. KCKs are requisitioned on the DA Form 2765-1. DA Form 2765-1 is prepared based on the assigned KATUSA strength as of the 25th calendar day and is submitted to the supporting Troop Issue Subsistence Activity (TISA) so as to reach that TISA prior to the last working day of the month.

I-2. DA Form 2765-1 will be prepared legibly using permanent ink.

a. Place the following entries in the block(s) indicated on the front of the DA Form 2765-1 (see sample fig I-1):

| <u>BLOCK</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|--------------------------------------|--|---|
| SEND TO (A) | The clear address of the supporting TISA (including UIC). | TISA, WT4S2B, CLASS I SP #52 APO AP 96205-0010 |
| REQUEST IS FROM (B) | The clear name and address of the requesting unit. | PBO, 34th SG APO AP 96205-0010 |
| STOCK # - FSC (4) | "8970" | 8970 |
| STOCK # - NIIN (5) | "01-416-0753" for the regular kit. | 01-416-0753 |
| | "01-416-0756" for the summer kit. | 01-416-0756 |
| | "01-416-0755" for the winter kit. | 01-416-0755 |
| UNIT OF ISSUE (7) | "PG" (signifying "package"). | PG |
| QUANTITY (8) | Assigned KATUSA strength on the 25th calendar day of the month (preceded by zeros to complete each division of the block). | 00085 |
| SERVICE (9) | "W" (signifying U.S. Army). | W |
| DOCUMENT NUMBER - REQUISITIONER (10) | The DOD Activity Code for the requesting unit. | T4WSF |
| DOCUMENT NUMBER - DATE (11) | The Julian date on which the requisition is being prepared. | 1333 |
| DOCUMENT NUMBER - SERIAL (12) | The document serial number assigned to the requisition form and appearing in the DOCUMENT SERIAL NO. column of the DA Form 2064 controlling supply transactions. | 0001 |

| <u>BLOCK</u> | <u>ENTER</u> | <u>EXAMPLE</u> |
|--------------------------------|--|--|
| DEMAND (13) | "N" (signifying "non recurring"). | N |
| SUPPLEMENTARY ADDRESS (15) | Whatever item of data required by supply point (e.g., the UIC). | WAJJCC |
| COST DETAIL ACCOUNT NUMBER (L) | The cost detail account number assigned by the installation commander. | AA |
| ITEM DESCRIPTION (O) | If requisitioning the regular kit, "KATUSA Comfort Kit-Regular". | KATUSA Comfort Kit-Regular |
| PRIORITY (20) | The Priority Designator (See AR 710-2, app H). | 12 |
| PUBLICATION DATA Reg. (as of) | "AUTH: Army in Korea Reg. 600-2. SEE REVERSE SIDE | AUTH: Army in Korea 600-2. See reverse side. |

b. Enter the following statement, together with the unit commander's signature and signature block on the reverse side of the DA Form 2765-1: "I verify that there are (number) KATUSA Soldiers assigned to (unit name) as of 25 (month and year properly abbreviated). The requested comfort kits are to be issued in (month and year properly abbreviated)." (See sample fig I-2.)

Appendix J

KATUSA Soldier Program Checklist

Figures J-1 thru J-3 are KATUSA Soldier Program checklists that can be used by units during Command Inspection Program inspections to verify unit compliance with AK Reg. 600-2.

UNIT: _____
 UNIT POC: _____
 PHONE: _____

DATE INSPECTED: _____
 INSPECTOR/PHONE: _____
 RATING: _____

| | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1. Commanders/1SGs familiarity with Army in Korea Reg. 600-2 and 350-1. | | | |
| a. Are Commanders aware of the KATUSA Soldier utilization policy IAW subparagraphs 2-6e(1) and (2)? | _____ | _____ | _____ |
| b. Are Commanders ensuring that KATUSA Soldiers are allocated billet space equally with their U.S. counterparts para 7-12a? | _____ | _____ | _____ |
| c. Are Commanders ensuring that initiation of new KATUSA Soldiers does not occur para 2-6e(7)? | _____ | _____ | _____ |
| d. Are newly assigned ROKA personnel (KATUSA Soldiers) being brief on SAEDA para 2-7o(4) & Appendix B)? Are briefing records being maintained? | _____ | _____ | _____ |
| e. Are Commanders appointing a Senior KATUSA Soldier Representative when authorized para 2-8g? | _____ | _____ | _____ |
| 2. KATUSA Soldier personnel administration. | | | |
| a. Is the unit submitting the monthly KATUSA Soldier Unit Strength by the 15 th of each month para 2-7o(12)? | _____ | _____ | _____ |
| b. Is the unit ensuring that all KATUSA Soldier drivers posses the letter required by para 3-16d(1)? (See Appendix D) | _____ | _____ | _____ |
| c. Is the unit issuing KATUSA Soldiers the KATUSA Lapel Button and Army in Korea Scroll of Gratitude upon their end of service para 4-1g and f? | _____ | _____ | _____ |
| d. Are units receiving the report of KATUSA Soldiers Programmed Leave from the supporting ROKA Staff Office as required by para 4-4b? | _____ | _____ | _____ |
| e. Is the unit maintaining a log of KATUSA Soldier leaves and passes IAW para 2-7o(12)(b)? | _____ | _____ | _____ |
| f. KATUSA Soldier passes are not granted for periods in excess of those approved for U.S. Soldiers para 2-7o(12)(c)? | _____ | _____ | _____ |
| g. Are KATUSA Soldiers allowed compensatory time off when required to perform duty on ROK holidays para 4-4c(4)? | _____ | _____ | _____ |
| h. Is the unit maintaining the DA Form 6 IAW subparagraph para 4-4c(6)? | _____ | _____ | _____ |

Figure J-1. KATUSA Program Administration Checklist

| | YES | NO | N/A |
|--|-----|-----|-----|
| 3. Is primary and alternate KATUSA Soldier mail representatives appointed in writing para 5-10a(2)? | ___ | ___ | ___ |
| 4. KATUSA Soldier Welfare Fund operations. | | | |
| a. Is an U.S. officer or NCO appointed in writing as KATUSA Soldier Welfare Fund custodian IAW paragraph para 5-4e(5)(b) ? | ___ | ___ | ___ |
| b. Is a KATUSA Soldier appointed in writing as Assistant KATUSA Soldier Welfare Fund custodian IAW paragraph 5-9c(1)? | ___ | ___ | ___ |
| c. Is DA Form 2107 used to record all KATUSA Soldier Welfare Fund transactions para 5-9c(2)? | ___ | ___ | ___ |
| d. Has the unit commander provided the area or installation KATUSA Welfare Fund Custodian with assumption of command orders and signature cards para 5-9e(1)(a)? | ___ | ___ | ___ |
| e. Are unit commanders notifying their supporting KATUSA Soldier Welfare Fund Custodian of the number of KATUSA Soldiers assigned by the 5th of each month para 5-9e(1)(b)? | ___ | ___ | ___ |
| f. Are unit commanders approving all requests for procurement from the KATUSA Soldier Welfare Fund and ensuring that the funds are utilized on an equitable basis para 5-9e(1)(c)? | ___ | ___ | ___ |
| g. Did the unit commander conduct a physical inventory of all controlled non-expendable property and fixed assets purchased with the KATUSA Soldier Welfare Fund upon assumption of command para 5-9e(1)(d)? | ___ | ___ | ___ |
| h. Is the unit maintaining a file of all KATUSA Soldier Welfare Fund transactions para 5-9e(1)(d)? | ___ | ___ | ___ |
| i. Are receipts for purchases with KATUSA welfare funds being translated into English and maintained on file para 5-9h(3)) | ___ | ___ | ___ |
| j. Is the unit commander laterally transferring tangible property purchased with KATUSA Soldier Welfare Funds to his unit fund property hand receipt within 30-days of purchase para 5-9h(4)) | ___ | ___ | ___ |
| 5. KATUSA Soldier snack bar operations (only if unit sponsors a KATUSA Soldier Snack Bar): | | | |
| a. Is the license agreement approved by the installation and area commanders and IAW Appendix K, Army in Korea Reg. 600-2 para 39-b? | ___ | ___ | ___ |
| b. Has the unit appointed an E-7 or above to monitor the operation of the snack bar, conduct required inspections, validate sales vouchers, and to ensure that the concessionaire complies with the license agreement and all applicable Army regulations para 5-4e(3)(a)? | ___ | ___ | ___ |

Figure J-1. KATUSA Program Administration Checklist (Continued)

| | YES | NO | N/A |
|--|-----|-----|-----|
| c. Has the unit forwarded copies of the KATUSA Soldier Snack Bar license to the installation and area commanders, and to Commander, Army in Korea, ATTN: EAGC-TD-K, Unit #15236, APO AP 96205-5236 para 5-4e(3)(a)? | ___ | ___ | ___ |
| d. Has the unit complied with the provisions of USFK Reg. 190-7 before sponsoring installation access for concessionaire personnel para 5-4e(3)(e)? | ___ | ___ | ___ |
| e. Is the unit conducting periodic unannounced inspections at least monthly of the KATUSA Soldier Snack Bar facilities to ensure they are in good repair and that fire prevention and safety standards are maintained para 5-4e(3)(h)? | ___ | ___ | ___ |
| f. Is the unit ensuring that medical personnel conduct monthly health and sanitation inspections to ensure health standards are being met para 5-4e(3)(i)? | ___ | ___ | ___ |
| g. Does the unit ensure the concessionaire utilizes a cash register or EA Form 656-R-E to record all sales para 5-4e(3)(j)? | ___ | ___ | ___ |
| h. Is the unit verifying daily sales and game machine proceeds on EA Form 658-R-E on a monthly bases and ensuring the concessionaire is making deposits into the KATUSA Soldier welfare fund para 5-4e(3)(k)? | ___ | ___ | ___ |
| i. Is the unit ensuring the concessionaire does not operate any business not in the license within the snack bar facility or use any of the facility for personal reasons para 5-4e(3)(l)? | ___ | ___ | ___ |
| j. Is the unit ensuring the concessionaire does not offer any free services to DOD or ROKA personnel para 5-4e(3)(m)? | ___ | ___ | ___ |

Figure J-1. KATUSA Program Administration Checklist (Continued)

UNIT: _____
 UNIT POC: _____
 PHONE: _____

DATE INSPECTED: _____
 INSPECTOR/PHONE: _____
 RATING: _____

| | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1. Commanders/1SGs familiarity with Army in Korea Reg. 600-2 and 350-1. | | | |
| a. Are Commanders allocating two hours per week for ROKA directed training para 6-5a? | _____ | _____ | _____ |
| b. Are Commanders ensuring that KATUSA Soldiers attend ROKA directed training para 6-5b? | _____ | _____ | _____ |
| c. If ROKA directed training is missed is it being made up within ten days para 6-5b? | _____ | _____ | _____ |
| d. Is the supporting ROKA Staff Office providing the unit commander a training schedule for ROKA directed training at least six weeks in advance para 6-5d? | _____ | _____ | _____ |
| e. Do Commanders/1SGs attend ROKA directed training para 6-5e? | _____ | _____ | _____ |
| 2. Individual unit training required by Army in Korea Reg. 350-1 and 600-2. | _____ | _____ | _____ |
| a. Have the commander and KATUSA Soldier supervisors identified critical MOS and common tasks on which to train and certify newly assigned KATUSA Soldiers? | _____ | _____ | _____ |
| b. Are KATUSA Soldiers being KATUSA Soldier MOS certified within six months of assignment to the unit para 6-6a(1))? Is EA Form 657-R-E annotated with certification? | _____ | _____ | _____ |
| c. Are KATUSA Soldiers tested on the APFT IAW AR 600-2 para. 6-6b? | _____ | _____ | _____ |
| d. Are KATUSA Soldiers tested on the Common Task Test para. 6-6b? | _____ | _____ | _____ |
| e. Are KATUSA Soldiers meeting height/weight standards para. 6-6b)? | _____ | _____ | _____ |
| f. Are KATUSA Soldiers qualifying with individual weapons para. 6-6b? | _____ | _____ | _____ |
| g. Are KATUSA Soldier NCOs included in the unit NCODP para 6-6c? | _____ | _____ | _____ |

Figure J-2. KATUSA Program Training Checklist

| | YES | NO | N/A |
|--|-----|-----|-----|
| h. Is the KATUSA Soldier Program a topic of OPD/NCODP at least twice each year para 6-4b(7)? | ___ | ___ | ___ |
| i. Is the unit conducting equal opportunity training for all personnel to include KATUSA Soldiers and ROKA personnel at least annually para 1-7o(11), para. 1-8l(9)? | ___ | ___ | ___ |
| J. Is the unit conducting cross-cultural training immediately upon assignment to the unit for all personnel and at least annually thereafter para 1-7o(13) ? | ___ | ___ | ___ |
| k. Does the unit maintain an OML for attendance at WLC that includes KATUSA Soldiers para 6-4b(8)? | ___ | ___ | ___ |

Figure J-2. KATUSA Program Training Checklist (Continued)

UNIT: _____
 UNIT POC: _____
 PHONE: _____

DATE INSPECTED: _____
 INSPECTOR/PHONE: _____
 RATING: _____

| | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1. KATUSA Soldier Clothing File. | | | |
| a. Does the clothing file contain DA Form 3078 for initial issue para 7-4c(1)? | ___ | ___ | ___ |
| b. Does the clothing file contain DA Form 3645 for CIF issue para 7-4c(2)? | ___ | ___ | ___ |
| c. Does the clothing file contain EA Form 333-R-E listing current CMAS credits para 7-4c(4)? | ___ | ___ | ___ |
| d. Does the clothing file contain DA Form 3078 showing a current show-down inspection within the last quarter para 7-6? | ___ | ___ | ___ |
| 2. CMAS Voucher Register. | | | |
| a. Is EA Form 247-R-E being used to record individual CMAS transitions para 7-8a? | ___ | ___ | ___ |
| b. Is the EA Form 247-R-E being closed-out at the end of each year and maintained on file until all KATUSA personnel have departed para 7-8c? | ___ | ___ | ___ |
| c. Is the dollar amount and control number being transferred to each individual KATUSA Soldier EA Form 333-R-E? | ___ | ___ | ___ |
| d. Is only LTC in chain of command approving CMAS requests during the last 90 days of service? | ___ | ___ | ___ |
| 3. KATUSA Soldier Comfort Kits. | | | |
| a. Are KCKs being ordered based on assigned KATUSA personnel strength para 7-13d(1)? | ___ | ___ | ___ |
| b. Has the commander designated a primary and at least one alternate in writing to request, pick-up, and issue KCKs para 7-13b(1)? | ___ | ___ | ___ |
| c. Are the KCKs issued on EA Form 997-R-E and is the DA Form 2765-1 requesting the kits attached to the EA Form 997-R-E para 7-13b(2)? | ___ | ___ | ___ |
| 4. KATUSA Soldier Haircut Program. | | | |
| a. Has the commander designated in writing a receiving officer or senior NCO to receive, account for, store, and issue KHCs para 7-15h? | ___ | ___ | ___ |
| b. Is the receipt of KHCs being maintained on EA Form 998-1-R-E para 7-15i? | ___ | ___ | ___ |

Figure J-3. KATUSA Program Supply Checklist

| | YES | NO | N/A |
|--|-------|-------|-------|
| c. Is the issue of KHCs being maintained on EA Form 998-R-E para 7-15l? | _____ | _____ | _____ |
| d. Are excess KHCs being destroyed monthly and recorded on EA Form 998-2-R-E para 7-15k? | _____ | _____ | _____ |

Figure J-3. KATUSA Program Supply Checklist (Continued)

Appendix K

License and Agreement to Operate A KATUSA Snack Bar

K-1. Enclosed are the required license and forms for KATUSA Snack Bar operations. These items may be copied as required. These files may be obtained from Army in Korea, ATTN: EAGC-TD, APO AP 96205.

K-2. IMCOM-K HQs ICW the Installation commander may line through and initial, along with the operator, any provisions of this agreement that are not authorized.

K-3. All authentication signatures must be affixed in accordance with Appendix K per the license and agreement to operate a KATUSA Snack Bar.

LICENSE AND AGREEMENT TO OPERATE A KATUSA SNACK BAR

This license to operate a KATUSA Soldier Snack Bar is awarded to _____, hereafter referred to as the OPERATOR, by _____, hereafter referred to as the COMMANDER or INSTALLATION COMMANDER, who is the COMMANDER of the following installation: _____, hereafter referred to as the INSTALLATION, upon the affixing of his/her signature at the designated place on this license. The OPERATOR and COMMANDER agree to the following stated terms and conditions.

1. LOCATION. The KATUSA Soldier Snack Bar is located in building _____, hereafter referred to as the BUILDING.

2. BASIC CONDITIONS OF THIS AGREEMENT. The COMMANDER will furnish the BUILDING to the OPERATOR for the purpose of establishing and operating a KATUSA Soldier Snack Bar which may be used by all KATUSA Soldiers, United States Forces Korea employees and their dependents, other ROKA military personnel, and USFK Korean civilian personnel. The COMMANDER will provide water, heat, electricity, cooking facilities, and refrigeration. In return, the OPERATOR will provide a monthly payment of 10% of gross monthly sales for food and beverages or ₩500,000 won per month, whichever is greater and 10% of the total profit for cigarettes, hereafter referred to as the PROCEEDS, to the COMMANDER for deposit into the KATUSA Welfare Fund. The PROCEEDS will be furnished the INSTALLATION COMMANDER no later than the fifth (5th) working day of each month. The PROCEEDS will be deposited with the KATUSA Welfare Fund Manager located in Bldg _____, Room _____, Phone # _____.

3. OPERATOR AGREEMENTS. The OPERATOR will--

a. Supply all necessary equipment and material needed for the operation of his establishment. Title to the equipment will remain with the OPERATOR.

b. Maintain the premises in and around the BUILDING in a sanitary and orderly condition. Maintain security of the premises.

c. Maintain high standards of sanitation at all times. Whenever any food or food particles are dropped within or adjacent to the facility, the OPERATOR will insure they are removed immediately. The entire facility, kitchen, food storage area, and food preparation areas and techniques are subject to inspection and control by United States medical personnel and the COMMANDER or his/her representative. Serious sanitary deficiencies will be corrected immediately. Failure by the OPERATOR to correct sanitary deficiencies within 30 days will be cause for termination of this license.

d. Provide normal maintenance of the BUILDING and the utilities contained therein. The COMMANDER will decide the question as to what is normal maintenance versus major maintenance. Work orders for major maintenance will be submitted through the SPONSORING UNIT. The SPONSORING UNIT will track all work orders and ensure that they are completed in a timely manner.

e. Ensure that all employees have a valid entry pass issued by the INSTALLATION COMMANDER in their possession at all times. The COMMANDER reserves the right to deny or revoke this pass at any time.

f. Ensure that each employee possesses a valid food handler's certificate, USA MEDCOM-K Form 347 (Medical Clearance Food Handler), issued by the United States medical facility designated by the COMMANDER. Each employee's food handler's certificate must be renewed annually. A copy of each employee's food handler's certificate must be prominently displayed within the facility. The United States medical facility designated by the COMMANDER is

_____, hereafter referred to as MEDICAL FACILITY, which is located at _____ (Bldg # and location).

g. Obtain a Korean business license and attached a copy to this license. Also, display a copy in a visible location within the snack bar.

h. Provide the types and quality of food and service and portions served in accordance with standard practices of similar local Korean establishments. Provide food, beverage, and service at prices determined by the COMMANDER, based on the recommendation of his/her Republic of Korea Army Staff officer or NCO or other appropriate personnel. A copy of the menu will be attached to this license prior to approval.

i. Price for KATUSA Soldiers will not exceed OPERATOR cost plus 15%. Prices for other patrons will represent a reasonable value compared to local prevailing prices. These two price lists will be posted prominently in the facility within view of the patrons. A duplicate set of price lists will be attached to this agreement. Changes in this price list will be submitted to the COMMANDER and are subject to his/her approval prior to imposition.

j. Operate the KATUSA Soldier Snack Bar during hours approved by the COMMANDER. These hours are _____ through _____ from _____ to _____ hours. The snack bar may close on appropriate Korean holidays. Other temporary changes in the schedule must be coordinated with the SPONSORING UNIT COMMANDER. The COMMANDER must approve permanent changes to the operating schedule.

k. Restrict the sale of alcoholic beverages to those hours determined by the COMMANDER and in an alcoholic content not to exceed 25 percent by volume. Alcoholic beverages can be sold _____ through _____ between the hours of _____ to _____. The OPERATOR must comply with all local laws and Army regulations concerning alcohol sales and must verify the age of the customer prior to selling alcoholic beverages.

l. Subject both himself and his employees to, and ensure compliance with, all United States Army regulations and directives in regards to safety, sanitation, security, fire prevention, etc. These standards are outlined in attachment 1 to this license. The OPERATOR and his employees are subject to, and must comply with, all laws, regulations, and directives promulgated by the Government of the Republic of Korea, or local subdivisions thereof, which are applicable. However, United States Army regulations and directives will take precedence over Republic of Korea directives in situations where conflicts exist.

m. Assume full responsibility and liability for all injuries and losses sustained by his patrons and employees.

n. Take necessary measures to protect all United States Government, hereafter referred to as GOVERNMENT, property being used under the terms of this agreement, and will institute adequate measures to prevent pilferage of any property by his employees. Employees are subject to search by proper officials of the GOVERNMENT.

o. Be liable to, and shall indemnify the GOVERNMENT for, all losses, costs, expenses, fees, and incidental damage arising from the loss of, or damage to, property of any type owned, possessed, or operated by the GOVERNMENT, when such loss or damage is caused in whole or part by wrongful act, omission, or negligence of the OPERATOR, his agents, or employees. When defective equipment or supplies furnished by the GOVERNMENT contributes to loss or damage, the OPERATOR shall be relieved from responsibility only for that part of the total loss or damage caused by the Governments negligence, or defect of supplies or equipment.

p. Indemnify the GOVERNMENT for any and all liability, expenses, and fees resulting from personal injury or death of any persons, as a result of operations under this agreement, or loss of or damage to property of and owned by a third person as a result of operations under this agreement.

q. At his own cost and expense, defend any suits, demands, claims, or actions in which the United States might be named co-defendant of the OPERATOR, as a result of the OPERATOR's performance of work under this agreement, whether or not such suit, demand, claim, or action was the result of negligence on the part of the OPERATOR. This shall not prejudice the right of the GOVERNMENT to appear in such suit, participate in defense, and take such action as may be necessary to protect the interests of the United States. In the event that the OPERATOR is indemnified, reimbursed, or relieved for any loss or damage of GOVERNMENT property, he shall equitably reimburse the GOVERNMENT. The OPERATOR shall do nothing to prevent the GOVERNMENT's right to recover against a third party such loss or damage, and upon the request of the COMMANDER, shall furnish the GOVERNMENT all reasonable assistance and cooperation, including the prosecution of a suit and the execution of an instrument of assignment in favor of the GOVERNMENT in obtaining recovery.

r. Not represent to anyone that he is employed by the United States Army, for he is not, or use the name of the United States Army in connection with his establishment.

s. Not offer or give any gratuity, gift, or benefit, or provide any entertainment to a person acting for the United States Government with a view toward securing favored treatment with respect to his establishment. Comply with the provisions of DOD Joint Ethics Regulation.

t. Not transfer this agreement, or any portion of this agreement, to a subcontractor.

u. Hold the GOVERNMENT, the COMMANDER, and the INSTALLATION, harmless from any and all liability, loss, or claim resulting from any kind of disruption or reduction of the GOVERNMENT furnished (cost-free to the OPERATOR) water, heat, electricity, or refrigeration.

v. Produce any books, records, receipts or other documents which may pertain to this contract or the operation of the snack bar for inspection or audit by the COMMANDER or his/her representatives either on or off the premises at any time during INSTALLATION working hours. Permit the reproduction of any such books, records, receipts or documents as is deemed necessary by the COMMANDER or his/her representatives.

w. May accept U.S. dollars in payment for services. The daily Dollar/Won exchange rate will be conspicuously posted in the snack bar. The OPERATOR will use the USFK daily Dollar/Won exchange rate.

x. Provide each customer with a sales receipt from a cash register. A sign with the following wording will be prominently posted within the BUILDING within plain view of all customers. "The customer must receive a cash register sales slip. If a customer does not receive a sales slip, the customer must report this to the sponsoring unit on the KATUSA Snack Bar Sales Discrepancy Report and he will receive a W5,000 reward." Copies of the KATUSA Snack Bar Sales Discrepancy Report will be kept at the cash register or cash box. The OPERATOR will be liable for this W5,000 fee.

y. Total each day's receipts and enter them on EA Form 658-R-E. Attach daily cash register receipts to EA Form 658-R-E. Instructions are in paragraph 3ad.

z. Deposit the PROCEEDS into the designated bank account and submit the original bank deposit receipt along with EA Form 658-R-E to the area or installation KATUSA Welfare Fund Custodian by the 5th working day of each month for the preceding month.

aa. Do not provide any other services except those approved within this license agreement. Do not divert any space for personal use. Do not allow any snack bar employees to live on the premises.

ab. Submit to all inspections by the sponsoring unit and appropriate medical authorities.

ac. The OPERATOR will comply with all applicable provisions of Army in Korea Reg. 600-2. The SPONSORING UNIT COMMANDER will provide the OPERATOR with a copy of the applicable provisions of Army in Korea Reg. 600-2.

ad. The OPERATOR may provide food delivery service within the INSTALLATION. The OPERATOR may charge a fee for this service. If a fee is charged it will not exceed W1,500. Each customer will sign the daily sales voucher, EA Form 656-R-E.

ae. The OPERATOR will abide by the following measures to ensure minimum compliance with applicable U.S. Army regulations.

(1) SANITATION

(a) All foods will be held at a safe temperature. Hot foods will be held at a temperature of 140°F(60°C) or higher. Cold foods will be held at 45°F(7°C) or lower.

(b) Pre-prepared foods will be cooled to 70°F(21°C) within two hours of cooking and the internal temperature will be reduced to 45°F(7°C) within four hours of cooking.

(c) Thermometers will be available to monitor air temperature within food storage areas.

(d) Food will be stored where it will not be subject to contamination. Stored food will be covered.

(e) All beef, poultry, dressings, and stuffed meats will be cooked to an internal temperature of 165°F(74°C) or greater.

(f) All pork products will be cooked to an internal temperature of 140°F(60°C) or greater.

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- (g) All other foods will be cooked to an internal temperature of 140°F(60°C) or greater.
- (h) Leftovers and pre-prepared foods will be reheated to 165°F(74°C) or greater before serving.
- (i) All raw fruits and vegetables will be cleaned and disinfected prior to preparation.
- (j) All food service personnel will be free from communicable diseases, and open cuts or burns.
- (k) All snack bar personnel will have a valid medical certificate.
- (l) All personnel will wash their hands after using the restroom. Bilingual signs will be posted directing personnel to wash their hands after using the toilet.
- (m) All personnel will wash their hands after handling raw food and before handling other food products.
- (n) All personnel involved in the preparation and handling of food products will wear hair restraints.
- (o) No personnel will be allowed to eat, drink, or smoke within the food preparation or food service area.
- (p) All food preparation equipment and utensils will be cleaned and sanitized between uses.
- (q) The OPERATOR will maintain adequate equipment and utensil washing equipment and supplies.
- (r) All tables and chairs will be kept clean.
- (s) All garbage and refuse containers will have tight fitting lids. Refuse and garbage storage areas will be kept clean.
- (t) Latrines will be kept clean and in good repair. The OPERATOR will maintain an adequate supply of soap, paper towels, and toilet paper.
- (u) All poisonous materials will be segregated and locked in labeled cabinets.
- (v) All walls, ceilings, and equipment surfaces will be kept clean.
- (w) All floors will be kept clean and in good repair.
- (x) All mops and brooms will be stored properly. Mops will be rinsed after each use and placed with the mop head up to allow the mop head to dry.

(2) Fire Safety

(a) The OPERATOR will publish and post a fire evacuation plan. This plan will identify the building fire marshal, the location of all fire extinguishers, exit routes, and the phone number to the local fire department.

(b) All employees will be trained on the fire evacuation plan and the use of fire extinguishers.

(c) A 36-inch clearance will be maintained between all cooking appliances and the nearest combustibles.

(d) Grease filters will be cleaned weekly or more frequently as required to prevent excessive grease accumulations.

(e) All fire exit doors will be clearly marked and kept unlocked during business hours.

(f) All waste receptacles will be emptied periodically to prevent excessive accumulation of trash and waste.

(g) All furnishing, draperies, curtains, and similar items will be made of non-combustible materials or treated with a flame-retardant.

(h) Waste and trash receptacles will be emptied at frequent intervals and at closing time into suitable disposal containers located at a safe distance from the building.

(i) Ash trays and suitable disposal containers will be provided for smoking materials only.

(j) Smoke pipes and space heater parts will be cleaned of soot and scale formations weekly or more often as required.

(3) Security

(a) All windows and doors of the FACILITY will be secured after duty hours.

(b) No employees will be allowed to remain or live in the building after closing.

(c) The OPERATOR will maintain one set of keys to the FACILITY and the SPONSORING UNIT commander will maintain another set of keys. The keys maintained by the SPONSORING UNIT commander are for fire safety purpose only and will not be issued to anyone.

af. The OPERATOR will follow these instructions when completing EA Form 658-R-E.

(1) EA Form 658-R-E. If the OPERATOR is authorized to operate a game machine or other ancillary business, an additional EA Form 658-R-E will be completed for proceeds from each ancillary business.

(a) Enter the current month and year on the form.

(b) Enter the license # on the form.

(c) For each date on the form, enter the total daily sales in column a. If the snack bar was closed on a date enter the words "closed" in column a.

(d) The OPERATOR and the sponsoring unit representative must sign in column b.

(e) The total of column a will be entered on the bottom of the form in the monthly income block.

(f) For regular snack bar proceeds, the greater of 10% of the total of column a or W500,000 won will be entered on the reverse of the form as the PROCEEDS for the month. This amount will be deposited into the bank account designated by the KATUSA Welfare Fund Custodian and the fund custodian will be provided the original bank deposit receipt along with EA Form 658-R-E by the 5th working day of the month for the proceeding month. For a EA Form 658-R-E completed for game machine operations or other ancillary businesses, the agreed amount in the license will be entered on the reverse of the form as the PROCEEDS for the month. This amount will be deposited with the KATUSA Welfare Fund Custodian by the 5th working day of the month for the preceding month.

ag. The OPERATOR is subjected to an unannounced inspection by the SPONSORING UNIT at any time. The SPONSORING UNIT will use the inspection checklist at Attachment 1 to conduct this inspection.

4. LIFE OF AGREEMENT. This agreement shall be in effect for one (1) year from the date of execution. At that time, it may be renewed by written agreement of both parties.

5. TERMINATION OF AGREEMENT.

a. Either party shall have the option to terminate this agreement, without cause, by presenting written notice to that effect. Termination shall be effective thirty (30) days after receipt of notice.

b. The COMMANDER may terminate this agreement, effective immediately, in the event any provision of this agreement is breached, or if it becomes a military necessity to do so. The OPERATOR will not be entitled to any claim against the COMMANDER or the GOVERNMENT if this agreement is terminated by the COMMANDER under the provisions of this paragraph, less of the reason.

c. The OPERATOR may terminate this agreement, with the exception of the indemnification provisions, effective immediately, in the event of bankruptcy, or by consent of the COMMANDER.

6. DISPUTES.

a. The English text of this agreement will control its interpretation. Mutual rights and obligations under this agreement shall be construed in accordance with the laws of the United States in dealing with agreements and contracts of the GOVERNMENT.

b. Except as otherwise provided in this agreement, any dispute or claim concerning this agreement which is not disposed of by further agreement, shall be decided by the COMMANDER, in writing. In connection with any dispute of this type, the OPERATOR shall be given an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute under this provision, the OPERATOR shall proceed diligently with the performance of the agreement and in accordance with the COMMANDER's decision.

AUTHENTICATION:

In witness whereof, the COMMANDER and the OPERATOR set their hand, and seals to this contract, number _____.

KATUSA Snack Bar Operator

Installation Commander

Sponsoring Unit Commander

ROKA Staff Officer

APPROVED: _____
(Garrison Commander)

DATE: _____

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ATTACHMENT 1, LICENSE AND AGREEMENT TO OPERATE A KATUSA SNACK BAR

Sponsoring Unit KATUSA Snack Bar Inspection Checklist

DATE: _____

| ITEM | YES | NO |
|---|-------|-------|
| 1. Sanitation inspection conducted during the last 30 days. Date of most recent inspection: _____ | _____ | _____ |
| 2. The Operator has corrected all deficiencies on the last sanitation inspection. | _____ | _____ |
| 3. A valid health certificate is prominently displayed for all employees. | _____ | _____ |
| 4. A copy of the contract is prominently displayed. | _____ | _____ |
| 5. All employees have on their persons a valid post entry pass. | _____ | _____ |
| 6. Operator is using a cash register or EA Form <u>656-R-E</u> to record all sales. | _____ | _____ |
| 7. The required sign stating that a customer must receive a sales slip or sign EA Form <u>656-R-E</u> is clearly posted. | _____ | _____ |
| 8. Copies of blank "KATUSA Snack Bar Sales Discrepancy Report" with the sponsoring unit address and POC are clearly displayed. | _____ | _____ |
| 9. Required menu price lists are prominently posted. There are two list, one for KATUSA Soldiers and another for all other customers. | _____ | _____ |
| 10. The sign concerning the prohibition of offering free service is clearly posted. | _____ | _____ |
| 11. A fire plan is clearly posted. | _____ | _____ |
| 12. Required fire extinguishers are on hand and up-to-date. | _____ | _____ |
| 13. Fire exits are clearly posted. | _____ | _____ |
| 14. All required repairs have been submitted on DPW work order. Work-orders are still valid. | _____ | _____ |
| 15. No space within the snack bar facility is being diverted for personal use by the operator or any employees. | _____ | _____ |

Attachment 1, 1 of 2

16. The operator is not conducting any of other business within the snack bar facility.

17. The Operator nor employees are allowed to live within the facility.

18. Monthly payments to the KATUSA welfare fund are up to date and are made by the 5th working day of each month.

19. The current USFK daily Won rate for purchases made in dollars is posted and current.

(Signature)

(Printed name)

(Grade, unit)

Attachment 1, 2 of 2

Addendum #__ to Accompany and Be Part of the License and Agreement to Operate a KATUSA Soldier Snack Bar between _____ and _____, reference the Basic Contract, Number _____, dated _____.

1. By consent of the COMMANDER, the KATUSA Soldier Snack Bar Operator, hereafter referred to as the OPERATOR, is hereby authorized to operate a total of _____ electronic machines inside building _____, KATUSA Soldier Snack Bar. This authorization shall remain in effect for the life of the basic license. These electronic machines are further identified below.

- a. Electronic game machines _____ (total number)
- b. Video games _____ (total number)
- c. Karaoke machines _____ (total number)
- d. Dance machines _____ (total number)
- e. Public telephones _____ (total number)

2. The OPERATOR will set aside 15% of total gross income per month for deposit in the KATUSA Soldier Welfare Fund for each game machine operated on the premises during that month. Amounts will be recorded on EA Form 658-R-E. The deposit will be made by the 5th day of the month following the month of operations.

3. If the game machine is provided by an individual other than the OPERATOR, this individual hereafter referred to as the MACHINE PROVIDER, then the MACHINE PROVIDER will pay the required fees to the OPERATOR for deposit in the KATUSA Soldier Welfare Fund. Payment will be made to the OPERATOR not later than the 3rd day of the month following the month of operations. Any agreement between the OPERATOR for the use of his business establishment will be reached separately from this Addendum. In the event of dispute, the OPERATOR, upon notification of the COMMANDER, may require the MACHINE PROVIDER to remove his game machines within 24 hours.

4. It is understood by all signatories that the game machines are intended solely for the entertainment of the snack bar patrons and will not provide a monetary payoff nor be used for gambling purposes. The intentional use of the game machines for these unlawful purposes will be cause of revocation of this Addendum or termination of License and Agreement to Operate a KATUSA Soldier Snack Bar by the commander.

5. It is further understood that the OPERATOR and the MACHINE PROVIDER, if applicable, shall not hold the United States Government liable for any damages to, or in connection with, the electronic game machines.

6. All signatories agree to abide by the provisions in paragraphs 3a through 3ab, inclusive, in the License and Agreement to Operate a KATUSA Soldier Snack Bar. In the event of any conflict, the English text of this agreement will control its interpretation.

Addendum 1, 1 of 2

IN WITNESS THEREOF, the parties hereunto set their hand and seal this _____ day of _____ 20____.

KATUSA Snack Bar Operator

Installation Commander

Sponsoring Unit Commander

ROKA Staff Officer

APPROVED: _____
(Garrison Commander)

DATE: _____

Addendum 1, 2 of 2

Addendum #__ to Accompany and Be Part of the License and Agreement to Operate a KATUSA Soldier Snack Bar between _____ and _____, reference the Basic Contract, Number _____, dated _____.

1. By consent of the COMMANDER, the OPERATOR is hereby authorized to provide the following listed services at building _____, KATUSA Soldier Snack Bar. This authorization shall remain in effect for the life of the basic license.

- a. Korean cigarette sales.
- b. Telephone card sales.

2. The OPERATOR will set aside 10% of his profit for each service per month for deposit in the KATUSA Soldier Welfare Fund. Sales will be recorded on EA Form 658-R-E. The deposit will be made by the 5th day of the month following the month of operations.

3. All signatories agree to abide by the provisions in paragraphs 3a through 3ag, inclusive, in the License and Agreement to Operate a KATUSA Soldier Snack Bar. In the event of any conflict, the English text of this agreement will control its interpretation.

IN WITNESS THEREOF, the parties hereunto set their hand and seal this _____ day of _____ 20_____.

KATUSA Snack Bar Operator

Installation Commander

Sponsoring Unit Commander

ROKA Staff Officer

APPROVED: _____
(Garrison Commander)

DATE: _____

Addendum 2, 1 of 1

Glossary

Section I. Abbreviations

| | |
|-------|---|
| AAFES | Army and Air Force Exchange Service |
| ACofS | Assistant Chief of Staff |
| ACU | Army Combat Uniform |
| AK | Army in Korea |
| ALCPT | American Language Course Placement Test |
| APFT | Army Physical Fitness Test |
| APO | Army Post Office |
| ASI | Additional Skill Identifier |
| AWOL | Absent Without Leave |
| AWT | Army Warriors Training |
| BDE | Brigade |
| BDU | Battle Dress Uniform |
| CID | Criminal Investigation Division |
| CIF | Central Issue Facility |
| CINC | Commander in Chief |
| CIP | Command Inspection Program |
| CMAS | Clothing Monetary Allowance System |
| COC | Casualty Operations Center |
| CSS | Clothing Sales Store |
| CTT | Common Task Training |
| DEROS | Date Eligible Return from Overseas |
| DLI | Defense Language Institute |
| DMZ | Demilitarized Zone |
| DOD | Department of Defense |

| | |
|----------|--|
| DODAAC | Department of the Army Activity Address Code |
| DP | Development Program |
| DRMO | Defense Reutilization and Marketing Office |
| EO | Equal Opportunity |
| ESO | Education Services Officer |
| ETS | Estimated Time of Separation |
| FINCOM | Finance Command |
| HQDA | Headquarters Department of the Army |
| HRD | Human Resources Development |
| IAW | In Accordance With |
| JSA | Joint Security Area |
| JUSMAG-K | Joint United States Military Affairs Group-Korea |
| KATUSA | Korean Augmentation to the United States Army |
| KCB | KATUSA Continuity Binder |
| KCK | KATUSA Soldier Comfort Kit |
| KELP | KATUSA English Language Program |
| KHC | KATUSA Soldier Haircut Coupon |
| KP | Kitchen Police |
| KTA | KATUSA Training Academy |
| LNO | Liaison Officer |
| MCM | Manual for Courts-Martial |
| MEDCOM | Medical Command |
| MOS | Military Occupational Specialty |
| MP | Military Police |
| MSC | major subordinate command |
| NAF | Non-appropriated Fund |

| | |
|----------|---|
| NCO | Noncommissioned Officer |
| NLT | Not Later Than |
| OJT | on-the-job training |
| OML | order of merit list |
| PBO | Property Book Officer |
| PD | professional development |
| PMO | Provost Marshal Office |
| PX | Post Exchange |
| ROK | Republic of Korea |
| ROKA | Republic of Korea Army |
| ROK/U.S. | Republic of Korea/United States |
| SAEDA | Subversion and Espionage Directed Against the U.S. Army |
| SATB | Semi-Annual Training Brief |
| SCI | Sensitive Compartmented Information |
| SCO | Summary Court Officer |
| SG | Support Group |
| SI | Special Intelligence |
| SJA | Staff Judge Advocate |
| SOFA | Status of Forces Agreement |
| SOP | Standing Operating Procedures |
| TSC | Theater Support Command |
| TDA | Table of Distribution and Allowances |
| TDY | Temporary duty |
| TISA | Troop Issue Subsistence Activity |
| TPFDD | Time Phased Force Development Data |
| UCMJ | Uniform Code of Military Justice |

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| UIC | Unit Identification Code |
| UNC | United Nations Command |
| U.S. | United States (of America) |
| USFK | United States Forces Korea |
| WLC | Warrior Leader Course |

Section II. Terms

a. ROKA personnel serving with the U.S. Army in Korea. Any member of the ROKA assigned or attached to the U.S. Army. This includes ROKA Staff Officers and NCOs, ROKA Liaison Officers (LNO(s)), ROKA aides-de-camp, KATUSA Soldiers, and ROKA officers and NCOs attached or assigned by Army in Korea or to theater Army units.

b. ROKA Support Group. A ROKA unit attached to Army in Korea to provide personnel administration for ROKA personnel serving with U.S. Army units. Major functions of the ROKA Support Group are:

- (1) Coordinate with and recommend to Army in Korea policies concerning KATUSA Soldiers.
- (2) Conduct liaison between HQ, ROKA and Army in Korea.
- (3) Manage ROKA personnel serving with theater U.S. Army units.
- (4) Provide ROKA directed education to KATUSA Soldiers.
- (5) Monitor and dispense KATUSA Soldier discipline.
- (6) Assist in the commanders accident prevention program.
- (7) Provide advice to Army in Korea units concerning KATUSA Soldiers' welfare and morale.
- (8) Participate in Army in Korea operations during exercises and wartime.

c. Commander, ROKA Support Group. The Commander, ROKA Support Group, is a ROKA Colonel (06) appointed by Headquarters (HQ), ROKA, to perform duties as a ROKA representative to the Army in Korea commander for KATUSA Soldiers, ROKA officers, and ROKA NCOs assigned or attached to Army in Korea. He is responsible for the management of KATUSA Soldiers. The Commander, ROKA Support Group, jointly shares responsibility for the implementation of the KATUSA Soldier Program with the Chief, Army in Korea, OMD TREX. Also, as a special staff officer for the Commander, Army Korea, he maintains close coordination and liaison with the Army in Korea staff and MSC commanders.

d. Commander, Area ROKA Support Group. The Commander, ROKA Support Group, appoints four (4) Area ROKA Support Group Commanders for the dissemination of ROKA policy directives and for the personnel administration and management of all ROKA personnel. The four (4) areas coincide with Areas I, II, III, and IV. The Commander, Area ROKA Support Group-supervises the duty performance of the ROKA administrative channel, established by the Commander, ROKA

Support Group. He is in charge of ROKA-required education for KATUSA Soldiers in his area, the personnel administration and management of ROKA personnel, and the maintenance of KATUSA Soldier morale and military law. The establishment of Commander, Area ROKA Support Group is for ROKA Support Group purposes only, and in no way will it interfere with the normal Army in Korea lines of command and control; normally provides advice to the supported US Commander.

e. ROKA Liaison Officer (LNO). A ROKA officer or ROKA non-commissioned officer assigned or attached to a U.S. Army unit in the ROK for the purpose of maintaining liaison between HQ, ROKA, ROKA units, local civil authorities, and the U.S. Army unit where the LNO is assigned or attached. The ROKA LNO will assist in the execution of all interoperability missions and the translation of all correspondence.

f. ROKA aide-de-camp. A ROKA officer attached to the 2d Infantry Division or the 19th TSC to serve as the aide-de-camp for a U.S. general officer.

g. ROKA Staff Officer. A ROKA officer assigned or attached to a MSC or subordinate U.S. Army unit from ROKA Support Group for the purpose of accomplishing and coordinating actions that relate to ROKA personnel management, and may also be used in a limited role as a LNO for the purpose of maintaining liaison between HQ, ROKA, ROKA units, local civil authorities, and the U.S. unit to which the officer is assigned or attached. They are co-equal with other staff officers and report to the commander, deputy commander, or executive officer of the unit. Additionally, they are required to report to their higher HQ ROKA Staff Officer and to the Commander, ROKA Support Group, concerning ROKA policy directives and KATUSA Soldier management (status of strength, promotions, leaves, awards, and punishments). (See sub para. 2-7c for duties and responsibilities.)

h. ROKA Support Group Command Sergeant Major. Serves as an advisor to the Commander, ROKA Support Group or the Commander, Area ROKA Support Group and performs duties similar to those of his U.S. counterpart. Additionally, advises Army in Korea units within their Area on KATUSA affairs, and works closely with Army in Korea CSMs.

i. ROKA Staff NCO. A ROKA NCO assigned or attached to a battalion, company, battery, troop, or separate detachment for the purpose of providing communication between his unit commander and KATUSA Soldiers of his unit.

j. ROKA Staff Office (RSO). A ROKA Support Group subordinate section established in certain units in charge of personnel management and administration for ROKA personnel. This is the section where Area ROKA Area Senior Officers, ROKA Staff Officers or ROKA Staff NCOs are assigned and where they perform their duties.

k. KATUSA Soldier. A ROKA enlisted Soldier (include ROKA NCO) who is assigned and integrated into a U.S. Army unit for the purpose of increasing the operational capabilities of that unit. Commanders will, to the extent permitted under the Status of Forces Agreement (SOFA) regulatory directive and consistent with operational mission requirements, give those KATUSA sergeants and corporals, who are assigned to NCO positions, the same rights and privileges that U.S. NCOs receive in accordance with (IAW) AR 600-20, paragraph 3-2.